
Councillors are duly summoned to attend the next meeting of the Parish Council

7.30pm Tuesday 24th November 2020

Video meeting using Zoom.

Meeting ID: 840 4357 3719 Passcode: PGPC

AGENDA

65/20 To receive and consider apologies for absence

66/20 To receive Declarations of Interest and written requests for Dispensation

67/20 To receive, approve and sign the minutes of-

The previous ordinary meeting of 27th October 2020

68/20 To note updates on the action tracker

69/20 Open session:

69.1/20 To receive a verbal update from the Ward Councillor including update on weight limit

69.2/20 To receive queries or concerns by local residents on parish matters

70/20 To receive an update on the Parish Hall

71/20 Finance:

71.1/20 HSBC bank balances & spend against budget

71.2/20 To note income received/due

71.3/20 To consider payments due

72/20 Planning applications/decisions:

72.1/20 To comment on planning applications to be determined by Herefordshire Council

72.2/20 To note planning permissions by Herefordshire Council

72.3/20 To note planning refusals by Herefordshire Council

73/20 Lengthsman Scheme/Grass cutting:

73.1/20 To consider work to be undertaken

73.2/20 To consider payment of invoices

74/20 Update on NDP

75/20 Establishing the precept for 2021-22

76/20 Matters for discussion at the next meeting

Date of next meeting Tuesday 26th January 2021

PENCOMBE GROUP PARISH COUNCIL
Draft Minutes of the Ordinary Meeting of Pencombe Group Council held on
Tuesday 27th October 2020
Video meeting 7.30pm

Councillors Present;

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

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

Members of the Public: Andrew Mottram (Chair, Parish Hall, Susan Drew (Treasurer, Parish Hall).

50/20 Apologies for absence

No apologies had been received. Cllr. Hayes later reported an internet fault which prevented her attendance.

51/20 Declarations of interest and written requests for dispensation

None were received

52/20 Draft minutes of the previous meeting on 22nd September 2020

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

53/20 Action Tracker.

Damage to the churchyard wall. The clerk reported that he had been unable to find a surveyor who was prepared to take on the work to survey and value the wall. He had contacted six different surveyor companies, none of whom were prepared to take on work at this stage. Along with the difficulties of working with COVID there has been a surge in demand for housing surveys. The clerk would continue his efforts to find a suitable surveyor
Action Clerk

Lengthsman and ditch near Little Cowarne church. Cllr. Legge reported that he had spoken with the owner of Upper House. The owner was happy for council to carry out the ditch clearing and remove the fence but the Chairman pointed out that because the fence was rotten it would not be possible to re-instate. Cllr. Legge would raise the matter with the owner.

Action: Cllr. Legge

Funding of Lengthsman scheme for current year. The clerk will discuss with the Chairman and other Councillors the content for the annual maintenance plan. 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. Action remains open.

Road deterioration at Hollybush Lane and at the A465/C1117 junction. An update has been received from Colin Smith, the Locality Steward-

“Inspected on 21/09 – “This is a quarterly inspected road (A465/C1117) Upon further inspection we cannot find anything safety critical at this location currently”

“17/9/20. There are 12 outstanding pothole type defects on this feature from the 20/21 August Quarterly Inspection. I have today raised a new sweeping defect for the 150M from the A417 junction heading East and reviewed the surface for safety defects thereafter. One other new pothole. The surface up to the surface dressed / resurfaced section heading towards Marsh Court Farm is in need of attention – Asset Management for site review, to check data and for consideration of forward works”

Possibly we may get some action on the A417/Hollybush Lane junction

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

54/20 Open session:

54.1/20 Cllr. Harrington reported that Callum Bush from BB and who is in charge of TROs will visit the village on 17th November. Also he had spoken to Simon Hobbs (Herefordshire Council Safety officer). Mr Hobbs felt that a weight limit was unlikely in this location but did think that a reduction in the speed limit was a strong possibility. Discussion is ongoing.

As regards NDPs Cllr Harrington had spoken with Edwyn Ralph residents’ association which would be happy to provide advice to Pencombe Group with preparation of an NDP. The residents’ association should contact the clerk. (N.B. Later in the meeting Cllr. Harrington felt that Bredenbury would be a better choice for advice)

Lengthsman scheme update. Whilst it remained likely that no grant would be made to the parish this year, Cllr. Harrington reported that Herefordshire had received money from central Government under the pothole challenge fund. Some of this grant could be used for surface water schemes and re-surfacing so we should continue to prepare our plan for drainage works required.

Although still one of the lowest COVID areas, Herefordshire has seen an increase in COVID cases to 114 cases in one week to the end of last week, up from 78 the previous week. Total deaths are now 131, with 3 in the past two weeks, the first for many months. There are 25 cases in hospital. Roughly half the deaths are in care homes so a new facility at Hillside is being provided for recovering patients so that they do not return directly to care homes. The Three Counties Hotel is also on standby should extra capacity be required.

Balfour Beatty have just been put through review using PWC and the Council’s external auditor. The results showed that the contract was fit for purpose and that BB was a fair value supplier. The area of some weakness was the clienting skills of Herefordshire Council. The technical staff had been overly reduced in numbers. As a result BB had fulfilled these roles, in effect being both advisor and supplier. Recent personnel changes in BB gave Cllr. Harrington some optimism – Laura Lloyd is now in charge of the contract locally and is being very helpful. She also has a new deputy – Paul Rainer who is also very helpful. Currently under discussion is how parishes can do more of the work, including using volunteers which happens in some other areas.

A review of planning services has also been commissioned during November. Of particular concern is enforcement which is considered to be weak. The review will be carried out by the Planning Advisory service and it is expected the review will be rigorous.

Pollution in the Lugg is now being progressed with Powys council and Natural Resources Wales. Herefordshire is investing £3m in 8 wetlands to improve river health. A solution is

emerging and when the plan is completed it is expected Natural England will withdraw their statutory ban on development. Legal advice is being taken to decide if consents could recommence.

The Herefordshire Transport review has completed with six options presented. The review will shortly go to Scrutiny and recommendations around the favoured option will emerge.

Two Hoots enforcement was raised and Cllr. Harrington stated enforcement was underway and he felt confident of a satisfactory outcome.

54.2/20 No matters were raised by residents

55/20 **Parish Hall update**

The Parish Hall Chairman reported that the Hall was very quiet with only the school and the Post Office using the facility. The Trustees were talking with Herefordshire about opening for some social events so long as social distancing and group sizes (6) were observed. Young Farmers are hoping to hold their AGM and have undertaken to observe the relevant rules.

The Treasurer reported that at current activity levels the Hall could continue until September 2021 without additional financial support. However, there was optimism that some carefully managed events could be re-started.

The Chairman said he had been contacted by a parent about the water on the Hall steps which needed attention before frosty/icy weather arrived.

56/20 **Finance** – to receive an update.

56.1/20 **HSBC bank balances & spend against budget**

Members were informed that the bank balances on 27/10/2020 were as follows:-

- Community Account: £6619
- Business Money Manager Account: £13169

Spending and income were both running to budget with no change since the full update given at the September meeting

56.2/20 **To note income received/due.**

09/10/2020	Interment fee for Mr Richard Davies	£100.00
24/09/2020	Parish Hall loan repayment	£62.50

56.3/20 **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 October 2020

2	A M Drew	£175+VAT	HALC training event for CiLCA
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Payments made since last meeting-

28/09/2020	CiLCA fees to SLCC	£350
15/10/2020	AC Garden Services, October grass cut	£310.00
15/10/2020	Autela payroll services	£42.71+VAT

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

Receipts due but not yet received

26/5/20	Mr G Thomas, Sparrington Farm (Ditching)	£135.00
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57/20
57.1/20

Planning applications/decisions

Planning applications received.

Application no. 203160, Mandeleen, Pencombe. Mr & Mrs Schmeltz. Demolition of existing bungalow and erection of replacement dwelling. The clerk had received a statement from Mr & Mrs Schmeltz which was read out to Council. Cllr. Barrett was concerned should the footprint of the new build be bigger than the current bungalow. (The clerk checked later and the footprint is actually twice the footprint of the existing building). Taking all the points raised the clerk submitted the following comments to Herefordshire Planning-

“Dear Mr Jones,

On 27th October 2020, Pencombe Group Parish Council considered application 203160 to demolish the existing bungalow and erect a replacement dwelling.

The Council noted that-

- The applicants had submitted a personal statement to the Council providing reassurance on minimising disturbance during construction works. It is considered that the site is large enough to accommodate contractors’ vehicles hence minimising any congestion on the highway.*
- The replacement dwelling has twice the footprint (on a like for like basis) of the existing bungalow. However, Council felt that the site was sufficiently spacious to accommodate the proposed dwelling.*
- The current bungalow has little to commend it and the standard of construction would fall short of current standards by some way. A well designed and constructed dwelling would be a benefit to the village both visually and in terms of energy efficiency.*

Overall Council would support the application and would ask that if consent is granted, that a condition requiring limits on hours of working and minimal highway obstruction is part of that consent”

57.2/20 Planning permissions granted
No new permissions had been granted

63/20 Using ZOOM for Parish Council meetings

The clerk introduced a paper to move from Microsoft Teams to ZOOM for future Council meetings. The issue with ZOOM was that the £12/month charge but currently a 20% discount for 12 months was available. Additionally Humber, Ford & Stoke Prior Council had stated (subject to formal agreement at 18th November meeting) that they would be prepared to share the cost with Pencombe. For each council this would bring the cost down to £4/month net of VAT. Council resolved that ZOOM should replace Teams on the terms described. Cllr. Legge proposed and Cllr. Hope seconded. Action: Clerk

64/20 Matters for discussion at next meeting.
Precept

The date of next meeting is Tuesday 24th November 2020, at 7.30pm

The meeting closed at 9.10pm.

Signed..... Chairman of the Parish Council

Dated

PENCOMBE GROUP PARISH COUNCIL
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.

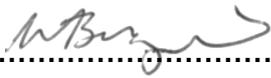
The Clerk reminded Council that his job description required him to achieve the CiLCA qualification for which the full cost of training and registration is £1050. Also now that he was taking over clerk duties at Humber, Ford & Stoke Prior Group PC that Council had the same requirement. The opportunity 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 ...27th October 2020

Report from the Responsible Finance Officer

1. Bank Balances

HSBC Bank balances on 20/11/2020 were as follows:-

- Community Account: £11,879.62
- Business Money Manager Account: £0

Unity Trust current account £8,000.00

Councillors to note that in due course Unity Trust will close the HSBC current account and transfer the balance to the Unity Trust current account. The present balance in the Unity Trust account was transferred over the past few days by the RFO using normal banking transfers.

2. Financial regulations – proposed change

Currently PGPC financial regulations require two authorised signatures for a cheque payment but no authorised signatures for an internet banking payment. The relevant financial regulation is-

6.9 *Where internet banking arrangements are made with any bank the RFO shall be appointed as the Service Administrator. The arrangement will clearly state the amounts of payments that can be instructed by the use of the Service Administrator and will be signed by two authorised Councillors. The approval of the use of internet banking shall be renewed by resolution of the Council at least every two years.*

One of the reasons for moving our banking arrangements to Unity Trust was to overcome this anomaly. Unity Trust requires two of the authorised signatories to logon to internet banking and authorise the transaction created by the clerk/RFO

In light of this change it is recommended that financial regulation 6.9 is replaced by the following-

6.9 *Where internet banking arrangements are made with any bank the RFO shall be appointed as the Service Administrator. All internet banking transactions will require authorisation by two signatories on the account and the RFO will advise the signatories that they must logon to internet banking to authorise the transaction. The RFO will email the authorisers the relevant invoices/documents and the signatories will authorise the payment within two working days from receiving these invoices/documents. These payments will be presented at each council meeting along with the names of the councillors who authorised the transaction. This arrangement will replace the current system where the clerk/RFO presents payments requiring authorisation at each council meeting.*

3. Payments made since last meeting.

Payments agreed at October meeting

No.	Name	Amount £	Details
1	A M Drew		Clerk's salary for October 2020
2	HALC	£175+VAT	HALC training event for CiLCA

Other payments made

No.	Name	Amount £	Details
3	Zoom	£95.92	Video conferencing system. Sharing agreed with HFSP Council at their meeting of 18 th November. Payment agreed see minute 63/20

4. Payments received since last meeting

No.	Name	Amount £	Details
1	Parish Hall	£62.50	26/10/2020 Loan repayment
2	Emma Bouston	£300.00	29/10/2020 Interment of Mr. Fisher

5. Payments due but not yet received

26/5/2020 Mr G. Thomas, Sparrington Farm (Ditching) £135.00

6. To agree the donation to Royal British Legion for Remembrance Day wreath.

Last Year £25. Unchanged since 2016-17. Council may wish to consider increase to £30 to stand for next 5 years



Line No.	SUMMARY OF BUDGET & EXPENDITURE	Budget 2019-20	Actual 2019-20	Budget 2020-21	Year to Date	Forecast outturn	Variance from budget
	Income						
1	· Precept	12,500.00	12,500.00	13,750.00	13,750.00	13,750.00	0.00
2	· Bank interest	5.00	35.02	5.00	0.00	0.00	-5.00
3	· Cemetery receipts	300.00	1,060.00	1,000.00	700.00	1,000.00	0.00
4	· Field rent	60.00	0.00	0.00	0.00	120.00	120.00
5	· Lengthsman scheme	0.00	0.00	500.00	444.00	600.00	100.00
6	· Miscellaneous	0.00	0.00	0.00	1,200.00	1,200.00	1,200.00
7	· VAT reclaim	250.00	0.00	1,440.00	1,440.42	1,440.00	0.00
8	· Wayleave	13.17	13.17	13.17	13.17	13.17	0.00
9	Parish Hall loan repayments	0.00	312.50	750.00	500.00	750.00	0.00
10	Defibrillator contributions	0.00	1,475.40	0.00	0.00	0.00	0.00
11	TOTAL	13,128.17	15,396.09	17,458.17	18,047.59	18,873.17	1,415.00
	Expenditure (including VAT)						
	a. Salary & Expenses:						
12	· Parish Clerk salary	4,104.08	3,552.24	3,600.00	2,104.81	3,610.00	-10.00
13	· Parish Clerk annual allowance	100.00	0.00	0.00	0.00	0.00	0.00
14	· Travel expenses	70.00	0.00	0.00	0.00	0.00	0.00
15	· Temporary clerk cover	0.00	253.50	0.00	0.00	0.00	0.00
16	· HMRC PAYE	950.00	949.11	960.00	450.89	960.00	0.00
17	Autela Pay roll	200.00	245.83	250.00	115.26	250.00	0.00
	b. Training & Development						
18	· Training	300.00	343.50	350.00	560.00	550.00	-200.00
19	· Stationery & postage	100.00	75.98	50.00	58.19	100.00	-50.00
20	· Website provision	130.00	166.00	200.00	165.00	250.00	-50.00
21	· Insurance	250.00	213.01	215.00	210.32	210.00	5.00
22	· Election expenses	1,600.00	0.00	100.00	109.49	110.00	-10.00
	c. Cemetery						
23	· Cemetery rates	205.00	226.06	264.00	264.13	264.00	0.00
	d. Maintenance						
24	· Maintenance works	500.00	250.00	0.00	0.00	250.00	-250.00
25	· Grass cutting	2,500.00	2,370.00	2,300.00	1,550.00	2,300.00	0.00
26	· Lengthsman scheme	2,000.00	1,200.00	1,500.00	768.00	750.00	750.00
	e. Fees & Subscriptions:						
27	· External auditor fee	0.00	96.00	0.00	0.00	0.00	0.00
28	· Internal auditor fee	30.00	30.00	30.00	30.00	30.00	0.00



Line No.	SUMMARY OF BUDGET & EXPENDITURE	Budget 2019-20	Actual 2019-20	Budget 2020-21	Year to Date	Forecast outturn	Variance from budget
29	· ICO registration	40.00	35.00	35.00	35.00	35.00	0.00
30	· HALC/NALC membership fee	420.00	406.60	420.00	441.48	441.00	-21.00
31	· SLCC membership fee	60.00	0.00	0.00	0.00	0.00	0.00
	f. Miscellaneous:						
32	· Charitable donations	0.00	50.00	50.00	0.00	50.00	0.00
33	· Remembrance Sunday wreath	25.00	25.00	25.00	25.00	25.00	0.00
34	· Sundry expenses	100.00	25.80	25.00	0.00	25.00	0.00
	g. Special projects:						
35	· Neighbourhood development plan	100.00	0.00	0.00	0.00	0.00	0.00
36	· Parish hall improvements *	5,000.00	6,999.64	2,500.00	3,700.00	3,700.00	-1,200.00
37	Defibrillators - L Cowarne	0.00	1,311.94	90.00	0.00	0.00	90.00
38	- Sparrington	0.00	2,037.00	135.00	0.00	135.00	0.00
39	Parish Notice Board	0.00	726.00	726.00	726.00	726.00	0.00
40	Churchyard & Cem.	0.00	0.00	200.00	0.00	200.00	0.00
41	Causey	0.00	0.00	200.00	0.00	200.00	0.00
42	Phone box painting	0.00	0.00	50.00	0.00	50.00	0.00
43	3 kiosks development	0.00	0.00	100.00	0.00	100.00	0.00
44	Winter mtce	0.00	0.00	350.00	0.00	350.00	0.00
45	Office 365 to replace Office 2010	0.00	0.00	135.00	0.00	136.00	-1.00
46	6 councillor tablet computers	0.00	0.00	1,100.00	0.00	1,130.00	-30.00
47	6 cases for tablets	0.00	0.00	50.00	0.00	50.00	0.00
48	TOTAL	18,784.08	21,588.21	16,010.00	11,313.57	16,987.00	-977.00
49	Difference: Income-Expenditure	-5,655.91	-6,192.12	1,448.17	0.00	1,886.17	438.00

NB
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are good

The budget situation has changed little since the last update at the September meeting. A small surplus of £438 is still forecast for year end.

However, we should expect to spend on the NDP before the year end (even with a grant). Suggest a budget increase on NDP line to £1000.

Paper 1.

Setting the precept for 2021-22

Unavoidable expenditure

This is the funding necessary to keep the council “in business”. It is the base level of expenditure required before any special projects are considered. It includes clerk’s salary, insurance, subscriptions, training, IT costs etc. It also includes services which are perhaps discretionary (grasscutting & lengthsman) but in reality will be essential requirements every year.

Essential expenditure 2019-20	£9068 (includes grasscutting)
Essential expenditure 2020-21	£9749 (forecast, includes grasscutting+lengthsman)
Suggested essential expenditure for 2021-22	£10000

Community projects for 2021-22

Last year we established a 3 year plan for community projects. Year 1 (2020-21) was firm and was the basis of our precept for this year. Year 2 2021-22 is the plan year and should be agreed/refined.

Project	Estimated Cost	Cost in Year 1 – 20-21	Cost in Year 2 – 21-22	Cost in Year 3 – 22-23	Notes
Drainage		1500	1500	1500	Check what BB is responsible for
Parish Hall Solar Panels	4000-8000 (grant maybe available)				Possible return of 15%
Churchyard & Cem.		200	200	200	Painting, bench mtce
Causey		200	200	200	General Mtce
Phone box painting		50	50	50	1 kiosk/year
3 kiosks development		100	50	50	Maps and general info
Winter mtce		350	350	350	In village dangerous areas
SUB TOTAL (PC)		2400	2350	2350	
Parish Hall estimates		3700 (Roof)	3500 (Bar refurb)	TBA	
GRAND TOTAL		6100	5850	2350+Hall	

Note 1 Nothing has been included for the Neighbourhood Plan as yet

Note 2 The Parish Hall estimates are from the Trustees. We can expect the Hall to make some contribution to these costs as they have this year.

Total precept requirement

The total precept requirement is the sum of the previous two sections, i.e the sum of essential expenditure plus community projects. Other income (cemetery, VAT refund etc.) is significant and can supplement the precept to a considerable level-

	Current year 2020-21	Plan year 2021-22	Next year 2022-23
Essential Expenditure	9749	10000	10000
Community projects	6100	5850	2350+Hall
TOTAL	15849	15850	12350+Hall

The current precept is £13750, total net income is £17673. On this basis other income has only to supplement the current precept by about £2000 to make the program fully affordable in-year (i.e no reduction in bank balances)

Bank Balances

Bank Balances are healthy with an estimated balance at 31 March 2021 of £16,224. This represents an increase of £1886 over the 31 March 2020 outturn.

Decisions required

Councillors should agree the program of community projects or confirm that the current plan will stand. On the basis of the current plan and likely income there is no case for raising the precept this year. However if the project plan increases this recommendation should be reviewed.

PENCOMBE GROUP PARISH COUNCIL 2020 ACTION TRACKER

Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
27/11/2020	Using ZOOM for Council meetings	63/20	To purchase Zoom for 12 months at discounted rate and share cost with HFSP	Clerk	Completed	Closed
27/11/2020	Changing Banking arrangements	62/20	Change banks from HSBC to Unity Trust	Clerk	New account opened and new IB arrangements in place. Only remaining task (by Unity Trust) is to close HSBC accounts and transfer final balance across	Open
27/11/2020	Road Safety in Pencombe	61/20	To establish if there is any good reason why the school gates cannot be left open outside school hours	Cllr. Harrington		Open
27/11/2020	Launching the NDP	59/20	Submit grant application to Locality	Clerk	24/11/20 In progress	Open
25/08/2020	AGAR Risk Assessment	36/20	Setting a weight limit for vehicles passing through the villages	Clerk & Cllr. Harrington	Placed on agenda for next meeting	Closed



25/08/2020	AGAR Risk Assessment	36/20	Check position with insurers if churchyard wall is damaged	Clerk	Insurers believe that if identifiable third party damages the wall that party's insurance would be liable. If damage occurred but could not be attributed the situation is unclear. Insurers referred the matter to underwriters for a decision. UPDATE. If insurance is required for the wall it will have to be surveyed then valued. A premium will then be settled and Council could decide if insurance was justified. UPDATE 23/10/20 So far unable to find a surveyor and valuer able to take on the work. COVID delays given as reason. Will continue to search. 24/11/20 No further update	Open
25/08/2020	Lengthsman scheme/grass cutting	35.2/20	Ditch close to Little Cowarne church requires clearing	Chairman	September 2020. Cllr Legge undertook to check how the retaining fence at Upper House should be dealt with. 24/11/20 Cllr Legge to update	Open
25/08/2020	Lengthsman scheme/grass cutting	35.2/20	Ms Emma Chilman should receive £150 from Council in recognition of the work she has carried out on the Causey	Clerk	Letter and cheque delivered to Ms Chilman	Closed
25/08/2020	Planning	34.1/20	Obtain delegated authority for the clerk to submit comments on behalf of councillors	Clerk	Paper prepared. SEPTEMBER 2020 Council agreed that using delegated authority to submit planning comments now that video meetings could be held was no longer required	Closed
25/08/2020	Planning	34.1/20	Submit comments on P202168	Clerk	Comments submitted 26/8/20	Closed



25/08/2020	Finance	33.3/20	Payment from Herefordshire for Lengthsman scheme	Cllr Harrington	Clerk has contacted BB and will register PGPC for the current year OCTOBER 2020 . The clerk and chairman have started compiling the work program for submission to BBLP 24/11/20 Ongoing	Open
25/08/2020	Finance	33.2/20	Outstanding invoice from May 2020 (£135) for ditching work at Sparrington Farm	Chairman	24/11/20 Now over 6 months old. Ongoing	Open
25/08/2020	Action Tracker	30/20	Ask for expressions of interest on allotments using notice boards and website	Clerk	Notices posted and website message uploaded	Closed
25/02/2020	Update on Allotments	20/20	To use Parish Hall newsletter to gauge support for allotments	Chairman		Closed as result of 30/20
25/02/2020	Parish Notice Board	19/20	Place order for replacement board	Clerk	Order placed and new board has been erected	Closed
25/02/2020	Lengthsman scheme/grass cutting	18.1/20	Renew annual contract with A C Garden Services	Clerk	Confirmed by email 26 February	Closed
25/02/2020	Action Tracker	13/20	Road deterioration on Hollybush Lane close to junction with A417	Clerk	Clerk has been advised that road will be closed on 21 August for surface dressing. Position to be reviewed once that work is complete. SEPTEMBER 2020 Junction with A417 reported in need of re-surfacing. OCTOBER 2020 Update sought from Locality Steward 24/11/20 Response from Locality Steward suggests action will be taken	Open



25/02/2020	Action Tracker	13/20	Raise road condition From A465 junction with Stoke Lacy PC	Clerk	Clerk at Stoke Lacy contacted. Reply awaited. SEPTEMBER 2020 Junction with A465 reported as in need of re-surfacing OCTOBER 2020 Update sought from Locality Steward 24/11/20 Update from Locality Steward states no work is required.	Open
28/01/2020	Matters raised for next meeting		Request for headstone for late Mr. L. L. Green	Clerk	Confirmed on 31 Jan with N C Pegler Ltd that permission to erect a headstone has been granted by Council	Closed
28/01/2020	Matters raised for next meeting		Check with Ms. Diana Mercer-Wilson that she is happy to proceed with allotments on her land	Chairman	Chairman visited Ms. Mercer-Wilson who confirmed she is happy to progress discussions	Closed
28/01/2020	Matters raised for next meeting		Confirm 10th Feb as date for HALC training session	Clerk	Training session held on 10th Feb	Closed
28/01/2020	Matters raised for next meeting		Prepare options paper for village noticeboard	Clerk	Paper prepared	
28/01/2020	Lengthsman/Grass cutting	9/20	Inform BBLP that we require verges cut twice per year	Clerk	BBLP informed on 18 Feb	Closed
28/01/2020	Lengthsman/Grass cutting	9/20	Review current grass cutting contract and present options at next meeting	Clerk	Options paper prepared	Closed
28/01/2020	Residents concerns	5.2/20	To approach Bromyard & Winslow TC to agree a common approach for improving C1110 road	Clerk	1 May 2020. The road to Bromyard has now been extensively repaired.	Closed



26/11/2019	Matters raised for next meeting	319/19	Explore funding for NDP with HALC	Clerk	Funding is available through the Locality fund and Funding for All (Lottery). For Locality the application is best made at the start of a new financial year. SEPTEMBER 2020 Council will consider re-launching the NDP at its September meeting 27/10/20 Council agreed to proceed with NDP. Clerk will apply for grant funding	Closed
27/08/2019	Parish Hall	280/19	Progress Right of Way discussion with Herefordshire Council	Chairman, Hall Trustees	18 January 2020. Both the Parish Hall and Council have written to relevant authorities submitting that the footpath access to the Hall is properly re-instated	Open
23/07/2019	Neighbourhood Plan	272/19	Speak to other residents involved with the Plan and update Council	Clerk	29 OCTOBER 2019. After Mr Bloxsome's presentation this action will be held open pending Council discussions on the NDP	Closed

PENCOMBE GROUP PC - PLANNING CASES

Date	Planning case no.	Village	Brief description	Consent required	Date to Council	Closing date for comments	Date comments submitted	Decision	Appeal Date	Final Decision
27/10/2020	202626	Pencombe	Change of use The Coach House,	Y	24/11/2020	26/11/2020				
13/10/2020	203160	Pencombe	Replacement dwelling	Y	27/10/2020	16/11/2020	03/11/2020			
08/07/2020	202168	Pencombe	Replacement dwelling with detached triple carport and games room over	Y	25/08/2020	27/08/2020	26/08/2020	Refused		
28/01/2020	194295	Pencombe	Change of use The Coach House, Mr & Mrs Drew	Y	25/02/2020	N/A	N/A	Withdrawn		
27/01/2020	P200258	Pencombe	Agricultural building, Hennerwood Farm	Y	25/02/2020	05/03/2020	No comments	Approved with conditions		
09/01/2020	194373	Pencombe	2 storey ext. at 1 Swedish Houses HR7 4SJ	Y	24/01/2020	29/01/2020	29/01/2020	Approved with conditions		