

PENCOMBE GROUP PARISH COUNCIL

MEETING PAPERS

for

TUESDAY 26TH JANUARY 2021

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

7.30pm Tuesday 26th January 2021

Video meeting using Zoom.

Meeting ID: 330 722 5621 Passcode: PGPC

AGENDA

1/21 To receive and consider apologies for absence

2/21 To receive Declarations of Interest and written requests for Dispensation

3/21 To receive, approve and sign the minutes of-

The previous ordinary meeting of 24th November 2020

4/21 To note updates on the action tracker

5/21 Open session:

5.1/21 To receive a verbal update from the Ward Councillor

5.2/21 To receive queries or concerns by local residents on parish matters

6/21 To receive an update on the Parish Hall

7/21 Finance:

7.1/21 Bank balances & spend against budget

7.2/21 To note income received/due

7.3/21 To consider payments due

8/21 Planning applications/decisions:

8.1/21 To comment on planning applications to be determined by Herefordshire Council
202962 Land at the Three Horseshoes

8.2/21 To note planning permissions granted by Herefordshire Council

8.3/21 To note planning refusals by Herefordshire Council

9/21 Lengthsman Scheme/Grass cutting:

9.1/21 To consider work to be undertaken

9.2/21 To consider payment of invoices

10/21 Update on NDP

11/21 Establishing the precept and setting the budget for 2021-22

12/21 Matters for discussion at the next meeting

Date of next meeting Tuesday 23rd February 2021

PENCOMBE GROUP PARISH COUNCIL

Draft Minutes of the Ordinary Meeting of Pencombe Group Council held on
Tuesday 24th November 2020
Video meeting 7.30pm

Councillors Present;

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

In Attendance:, Allan Drew (Parish Clerk)

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

65/20 Apologies for absence
All Councillors present

66/20 Declarations of interest and written requests for dispensation
None were received

67/20 Draft minutes of the previous meeting on 27th October 2020
The minutes of the meeting of 27th October 2020 were agreed and the Chairman signed the draft minutes as a true record of the meeting

68/20 Action Tracker.

Lengthsman and ditch near Little Cowarne church. Cllr. Legge reported that he had spoken again with the owner of Upper House and it had been agreed that he would undertake the repairs to the fence. The owner was happy to proceed on that basis so the work can now be completed.

Funding of Lengthsman scheme for current year. Creation of draft plan deferred due to COVID-19 restrictions

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/A417 junction

- Road sweeping has been completed.
- Pothole repair is recorded on defect website but has no completion date scheduled as yet.
- Other repairs to drains were completed on 4 January 2021

69/20 Open session:

69.1/20 Cllr. Harrington was not present for the meeting but had circulated a report to all members. The key points in the report were-

- an update on COVID for Herefordshire where cases were rising sharply

- Callum Bush of BBLP is now ready to meet with the chairman and Clerk to discuss speed limits/weight limits through Pencombe village. The Clerk has contacted Mr. Bush and a meeting or discussion will be arranged.

69.2/20 No matters were raised by residents

70 /20 Parish Hall update

The Parish Hall Chairman reported that the Hall was still closed pending the imminent end of lockdown. Another grant was expected as a result of the lockdown. Currently however, the only users are the school and post office.

The Treasurer reported that grant would be most helpful and she estimated it would be about £1300. The grant would enable the Hall to continue to function and remain debt free.

71/20 **Finance** – to receive an update.

71.1/20 Bank balances & spend against budget

Members were informed that the bank change over from HSBC to Unity Trust was progressing well. He was gradually transferring funds from HSBC into Unity Trust and as at 24th November 2020 balances were as follows:-

- Unity Trust current account: £10000
- HSBC Community Account: £9641.49 Business Money Manager Account: £0

As a consequence of the new authorisation arrangements with Unity Trust the Clerk proposed a change to para. 6.9 of the Financial Regulations-

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.*

Councillors were satisfied with the proposed change to the Financial Regulations. The adoption of the revised regulation was proposed by Cllr. Legge and seconded by Cllr. Barrett.

71.2/20 **To note income received/due.**

71.3/20

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

Payments made since last 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+VAT	Video conferencing system. Sharing agreed with HFSP Council at their meeting of 18 th November. Payment agreed see minute 63/20

Receipts due but not yet received

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

Remembrance Day wreath

Normal practice was for Council to make a donation for the Remembrance Day wreath. For the past few years the donation had been £25 and the Clerk asked if Council wished to increase the amount. An increase of £5 to £30 was proposed by Cllr. Legge and seconded by Cllr. Hadley.

Sparrington defibrillator

The Clerk informed Council that he had just received an invoice of £135+VAT for the annual maintenance charge of Sparrington defibrillator. It was agreed that payment should be made in line with the contract in place which required annual maintenance charges to be paid for at least three years. Discussion turned to training of local residents in the use of the defibrillator and it was felt that Sparrington, Pencombe and Little Cowarne would all benefit from new, or refresher, training. The Clerk would contact Tony Davis at the Nash to arrange for Sparrington and also check the current status of the defibrillator there.

72/20
72.1/20

Planning applications/decisions

Planning applications received.

The only application received was for partial change of use at The Coach House, Pencombe to allow part of the house to be used as a furnished holiday let. Members were supportive of the application and instructed the Clerk to submit appropriate comments-

"The Parish Council met on Tuesday 24th November and concluded that the application should be supported and there was no aspect of the application which required comment."

(It should be recorded that the Clerk is the applicant in this case and in later discussion with Herefordshire Planning it was agreed that, following legal advice to Planning, the comments should be submitted by the Chairman. The Chairman duly submitted the comments on 2nd December.)

The Clerk then raised the planning issue of land next to the Three Horseshoes public house in Little Cowarne. An application no. 202962 had been made to break the tie which bound the previously granted consent 153174 (for a detached house and garage) but the Council

had not been consulted. On further checking planning were not accepting comments on this application. However, the advice from HALC is that comments should be submitted anyway so that the interests of residents had been recorded. A separate planning meeting was discussed and it was agreed that a meeting would be called to discuss the application. (The Clerk was unable to arrange the separate meeting so this case will now be placed on the agenda of the next meeting.)

72.2/20 Planning permissions granted
No new permissions had been granted

72.3/20 Planning refusals
None since last meeting

73/20 Lengthsman scheme/Grass cutting

73.1/20 The Chairman reported that the Lengthsman had been unable to start work on the Causeway as agreed at the September meeting (minute 46.1/20). Hopefully the delay would not be overlong and the possible water damage to the banks would be slight.

73.2/20 To consider payment of invoices

There are no outstanding invoices awaiting payment

74/20 Launching the NDP

The Clerk updated Council on the progress of submitting a grant request to Locality. Progress was slow as the application form was lengthy and required considerable research. The Clerk also asked if members could give some thought to who should be on the steering committee and confirmed that at least one committee member should be a Councillor.

75/20 Setting the precept for 2021-22

The Clerk outlined the process for setting precept by first establishing the expenditure required for the day to day running of the Council. Once this was agreed (it is a forecast) then other sources of income (use of reserves, cemetery receipts, VAT refund etc.) can be considered. Projects of community value should then be costed and agreed which when combined with essential expenditure and other income will lead to the size of the precept required.

Council discussed a number of possible projects including the Parish Hall car park. However, no firm decision was reached on setting the precept and the final decision was deferred until the next meeting.

64/20 Matters for discussion at next meeting.

Precept

The date of next meeting is Tuesday 26th January 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 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

- 57.3/20 **Planning refusals**
None since last meeting
- 58/20 Lengthsman scheme/Grass cutting**
58.1/20 Grass cutting. Now completed the summer cutting program and Council agreed that the contractor had done a good job during difficult weather conditions
Cllr. Harrington mentioned that BB had a rotary cutter for clearing ditches at a much faster rate. A new process for riparian owners was also being introduced. The Chairman was concerned that rotary ditch cleaners were not suitable for roadside ditches and he and Cllr. Harrington would discuss further.
- 58.2/20 To consider payment of invoices**
There are no outstanding invoices awaiting payment
- 59/20 Launching the NDP**
The Clerk summarised for the meeting his discussions with the grant giving body, Locality. Locality confirmed that no exceptions could be made to the financial year condition, but added that a further application could be made in the following financial year. It looked likely that grant money was no longer a barrier to progress. The Chairman's view that we should go ahead with the NDP and explicitly asked other Councillors for their support in moving forward with the NDP. All Councillors agreed that we should now proceed with the NDP and the clerk reminded councillors that they would all have to play their part in what is a community led project.
The clerk would now apply for the grant to progress the NDP. Action: Clerk
- 60/20 Footpath through school to Parish Hall**
The clerk had contacted the Herefordshire footpath officer (Susan White) with details of our position regarding the historic use of a footpath from the church to the parish Hall. Ms White's view was that we might well have a case to alter the definitive map, but raised the question of placing the Council at odds with the school in a small village. After some discussion it was agreed that the clerk would draft a letter in response to the reply received (just before lockdown) from the school's property advisor stating that no accommodation would be made since no footpath existed. (But please see following item 61/20)
- 61/20 Road safety in Pencombe**
The clerk had drafted a letter to raise our concerns about road safety. Council discussed the letter but eventually thought that the issue was really about a safe place for children to meet. Apart from the school playing field (now fenced off and essentially permanently locked) there is no safe meeting place in the village. The unanimous view was that the school gates should be open to allow access to the field when the school was not in session. Since the playing field is owned by the LEA Cllr. Harrington volunteered to ask the Education Department if there was any good reason why the gates could not be opened in these circumstances
- 62/20 Changing banking arrangements**
The clerk presented a paper proposing that Council moves its banking arrangements from HSBC to Unity Trust Bank. The advantages of the changes are that Unity deals mostly with public sector bodies and understands issues such as multiple signatures on internet banking arrangements. There would be a small cost (£6/month) but the simplification of our arrangements would be considerable. Council unanimously resolved that the clerk should proceed to implement the new arrangements. Action: Clerk

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

Report from the Responsible Finance Officer January 2021

1. Bank Balances

HSBC Bank balances on 22/01/2021 were as follows:-

- Community Account: £1056.22
- Business Money Manager Account: £0

Unity Trust current account £18582.00

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 months by the RFO using normal banking transfers.

2. Payments made since last meeting.

No.	Name	Amount £	Details
1	A M Drew		Clerk's salary for November 2020
2	A M Drew		Clerk's salary for December 2020
3	HMRC	£225.60	12/1/2021 PAYE
4	Autela	£58.91	12/1/2021 Payroll
5	Community Heartbeat Trust	£162.00	12/1/2021 Sparrington defibrillator

3. Payments received since last meeting

No.	Name	Amount £	Details
1	Parish Hall	£62.50	24/11/2020 Loan repayment
2	Memory Lane memorials	£400	26/11/2020 Mary Wood
2	Emma Bouston	£600.00	24/12/2020 Interment of Mr. Colley
3	Parish Hall	£62.50	24/12/2020 Loan repayment

4. Payments due but not yet received

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



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	1,700.00	1,700.00	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	444.00	-56.00
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	562.50	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	19,110.09	19,373.17	1,959.00
	Expenditure (including VAT)						
	a. Salary & Expenses:						
12	· Parish Clerk salary	4,104.08	3,552.24	3,600.00	2,706.07	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	676.49	960.00	0.00
17	Autela Pay roll	200.00	245.83	250.00	174.17	250.00	0.00
	b. Training & Development						
18	· Training	300.00	343.50	350.00	560.00	560.00	-210.00
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	1000.00	500.00
	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
	Bank Charges				18.00	36.00	
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	0.00	30.00	-5.00
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	162.00	135.00	-27.00
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	150.00	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	135.36	136.00	-1.00
46	6 councillor tablet computers	0.00	0.00	1,100.00	1,129.64	1,130.00	-30.00
47	6 cases for tablets	0.00	0.00	50.00	47.94	50.00	0.00
48	TOTAL	18,784.08	21,588.21	16,010.00	13817.28	17283.00	-1273.00
49	Difference: Income-Expenditure	-5,655.91	-6,192.12	1,448.17	0.00	2134.17	686.00

NB
Positive
variances
are good

The budget situation has improved slightly since the last update at the November meeting. A small surplus of £686 is forecast for year end.



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.

Other Income

	Current year 2020-21	Plan year 2021-22	Next year 2022-23
VAT Reclaim	1440	1500	1500
Cemetery receipts	1700	1500	1500
Other	1200	450	400
TOTAL	4340	3450	3400

Total precept requirement

The total precept requirement is the sum of the previous three sections, i.e the sum of essential expenditure plus community projects minus other income. 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 EXPENDITURE	15849	15850	12350+Hall
Less OTHER INCOME	4340	3450	3400
FUNDING REQUIRED	11509	12400	8950+Hall

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 revise 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 offered to re-instate fencing	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.	Closed
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
8/9/2020	202962	Little Cowarne	Land at the Three Horseshoes Certificate of Lawfulness	Y	26/01/2021	N/A				
27/10/2020	202626	Pencombe	Change of use The Coach House,	Y	24/11/2020	26/11/2020	2/12/2020	Approved with conditions		
13/10/2020	203160	Pencombe	Replacement dwelling	Y	27/10/2020	16/11/2020	03/11/2020	Approved with conditions		
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		