

PENCOMBE GROUP PARISH COUNCIL

MEETING PAPERS

for

TUESDAY 23RD FEBRUARY 2021

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

7.30pm Tuesday 23rd February 2021

Video meeting using Zoom.

Meeting ID: 330 722 5621 Passcode: PGPC

AGENDA

13/21 To receive and consider apologies for absence

14/21 To receive Declarations of Interest and written requests for Dispensation

15/21 To receive and approve the minutes of the ordinary meeting of 26th January 2021

16/21 To note updates on the action tracker

17/21 Open session:

17.1/21 To receive a verbal update from the Ward Councillor

17.2/21 To receive queries or concerns by local residents on parish matters

18/21 To receive an update on the Parish Hall

19/21 Finance: To receive a report from the Responsible Finance Officer

20/21 Planning applications/decisions:

20.1/21 To comment on planning applications to be determined by Herefordshire Council

20.2/21 To note planning permissions granted by Herefordshire Council

210234 Non-material amendment to 203160

20.3/21 To note planning refusals by Herefordshire Council

202962 Land at the Three Horseshoes

21/21 Lengthsman Scheme/Grass cutting:

21.1/21 To consider work to be undertaken including renewal/extension of grass cutting contract

21.2/21 To consider payment of invoices

22/21 Update on NDP

23/21 To consider applying for a Public Right of Way between St. John's Church, Pencombe and the Parish Hall

24/21 To consider the drainage problems around the access steps to the Parish Hall

25/21 To consider funding of waste disposal skips for use by Group Parish residents

24/21 Matters for discussion at the next meeting

Date of next meeting Tuesday 23rd March 2021

PENCOMBE GROUP PARISH COUNCIL

Draft Minutes of the Ordinary Meeting of Pencombe Group Council held on Tuesday 26th January 2021 Video meeting 7.30pm

Councillors Present;

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

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

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

Due to difficulties with the Chairman's Zoom connection he was unable to use the audio facility. The Clerk asked the Vice Chair, Cllr. Hayes to conduct the meeting which she agreed to do.

1/21 **Apologies for absence**

Cllr. J. Barrett. Cllr. Hope joined the meeting but was no longer connected from this point for the remainder of the meeting.

2/21 **Declarations of interest and written requests for dispensation**

None were received

3/21 **Draft minutes of the previous meeting on 24th November 2020**

The minutes of the meeting of 24th November 2020 were agreed and the Chairman will sign the draft minutes as a true record of the meeting

4/21 **Action Tracker.**

Neighbourhood Development Plan (59/20)

The Clerk reported that due to the current third lockdown situation he had decided not to progress the Locality grant for the remainder of this financial year. A new application would be made to run from 1st April 2021 for the new financial year. Council agreed this action as sensible in the circumstances.

Road safety in Pencombe (61/20)

Cllr Harrington agreed to cover this item in his report (5.1/21)

AGAR Risk Assessment – Churchyard wall (36/20)

The Clerk had received suggestions for a suitable surveyor from residents (Mr Maynard and Mr Mottram) and would progress as soon as the current circumstances allowed.

Clearing of ditch at Little Cowarne opp. Phone kiosk. (35.2/20)

Cllr. Legge reported that he had agreement from the resident to re-instate the fence after the ditch work was completed.

Outstanding invoice for £135 at Sparrington Farm for ditching work.(33.2/20)

Mr Graham Thomas refused to pay the outstanding invoice for the ditching work. Council resolved not to take the matter further and the Clerk was instructed to process the amount as a bad debt

Road deterioration at Hollybush Lane (13/20)

Locality Steward had reported that the area would receive attention. (Note 18 Feb 2021: Herefordshire progress map shows pothole repair work completed on 20 January 2021. Condition of road is still very poor)

5/21

To receive an update from Cllr. Harrington

COVID Update. Herefordshire had 61 deaths since beginning of November 2020 and total deaths since the start of the pandemic is 203. 100 inpatients with COVID which significantly exceeds the previous peak of 36 inpatients. With vaccines on the horizon it is important to keep taking precautions over the next couple of months. Care homes have been badly affected accounting for roughly half the deaths. Vaccines are rolling out quickly and Herefordshire is one of the high performers with over 10% of the population vaccinated already.

Flooding. The last week has seen close to record flooding in Hereford almost reaching levels of February 2020 which was the worst flooding on record. Especially affected was Greyfriars Avenue where 25 properties were flooded. Council had discussed the area with the EA and properties should have been able to access the flooding resilience fund (£5000/property). Unfortunately, the grants were not processed quickly enough but households are being supported as much as possible in difficult circumstances.

Budget setting. £12m of savings required for 2021-22 and the pandemic has reduced revenues particularly from parking.

Transport review. Will be voted on in early February and the cabinet is backing a new eastern crossing from Rotherwas to the Ledbury Rd. A new county wide bus system is being discussed with bus operators all of whom are keen to work with the Council.

Locality Stewards. Council wishes to bring the Locality Stewards under Council control in order to achieve better in-house technical skills and improved contract management. Public Rights of Way (PROW) is not running well and will also be a candidate for return to in-house and the possible use of volunteers could improve cost effectiveness in this part of the BB contract. Other candidates for in-house are traffic regulation orders and street works permits where in some cases costs and bureaucracy have escalated considerably under the BB contract.

Drainage. Setting up a protocol for landowners to make their contribution to upkeep of drainage for which they are responsible. Ultimately charges may be levied on landowners who do not keep up with their obligations on drainage. A new drainage ditcher has been purchased which seems to be working well though it does not yet have the "Brazier Seal of Approval (BSA). It may be brought to Pencombe for appraisal in the near future.

Footpath to Parish Hall. Councillor Harrington had spoken with Anthony Agate the current PROW officer who is aware of the issue and he has undertaken to speak with the Parish Council about solving this issue. (The Clerk contacted Mr Agate to arrange a discussion)

A417/A49 possible new roundabout. Cllr. Legge asked if there had been any progress on the suggestion that a roundabout at the A417/A49 junction would mitigate the traffic queuing problem. There has been no real progress for some time but Cllr. Harrington will obtain an update.

Two Hoots Farm digester. Cllr. Harrington noted that comments on the application to vary the condition relating to transport movements were now possible, but he was not able to

discuss the matter fully in a public meeting before the application had been determined and perhaps called in by committee. Mr Mottram was able to provide more detail having been involved in the measurement of traffic movements. The key point of the objection to the application is that the current traffic movements are 3-4 times that granted in the original approval back in 2013. The belief is that had the current movements been properly described in the original application consent would probably not have been granted.

5.2/21 No matters were raised by residents.

6/21 **Parish Hall update**

The Parish Hall Chairman reported that the Hall was still closed pending the end of lockdown. The Hall was eligible for a further lockdown grant of a size not yet known and Mr Mottram complimented Herefordshire on the speed and level of support provided to the Hall during these difficult times.

7/21 **Finance** – to receive an update.

7.1/21 **Bank balances & spend against budget**

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.

Detailed spending and income was presented as part of the RFO report and a surplus of £2134 was forecast for the year which is £686 better than budget. The RFO considered the position to be satisfactory given the difficulties of the past 12 months.

1. **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

2. Payments received since last meeting

No.	Name	Amount £	Details
1	Parish Hall	£62.50	24/11/2020 Loan repayment
2	Memory Lane Memorials	£400.00	26/11/2020 Memorial to the late Mary Wood
2	Emma Bouston	£600.00	24/12/2020 Interment of Mr. Colley
3	Parish Hall	£62.50	24/12/2020 Loan repayment

3. Payments due but not yet received

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

This issue had already been discussed and Council had resolved to write off the invoice as a bad debt.

8/21 Planning applications/decisions

8.1/21

Planning applications received.

202692 – Land at Three Horseshoes, Little Cowarne. This application was to vary the conditions associated with the consent granted in 2016, in particular to remove the tie from the consent. Although planning had stated they were not accepting comments HALC had advised that if Council wished to it should submit comments anyway. Council concerns included –

- Arrangements for disposing of both grey and black water.
- Access to the land from a bridleway.
- Conflict between removal of tie and Herefordshire Core Strategy.

The Clerk would undertake to pass these comments to the case officer, Ollie Jones

8.2/21 Planning permissions granted

202626 The Coach House, Pencombe, part change of use for holiday let

8.3/21 Planning refusals

None since last meeting

9/21 Lengthsman scheme/Grass cutting

9.1/21

The Chairman reported that the Lengthsman had been unable to start work on the Causeway or at Little Cowarne due to the very wet and wintery conditions. It seemed prudent to delay this work until March.

The Chairman had contacted Paul Rayner to inspect drainage problems but Mr Rayner had not yet responded.

Cllr. Harrington undertook to chase Mr Rayner. The Chairman commented on the number of times BB came to look at problems without actually doing anything about them.

The Chairman also commented on the negative reception his ideas on GPS logging of drains had received by BB.

9.2/21 To consider payment of invoices

The Clerk had received an invoice from the Lengthsman for work done many months before. Council agreed payment of £200+VAT

10/21 Launching the NDP

See Action Tracker item 4/21

11/21 Setting the precept for 2021-22

The RFO outlined the process for setting the precept. Council discussed the RFO's estimates of income and expenditure and were satisfied with these estimates. After some discussion Council resolved to hold the precept at the current level of £13875. The RFO undertook to advise Herefordshire Council of the precept requirement for 2021-22

12/21 Matters for discussion at next meeting.

Footpath to the Parish Hall via the school field
Drainage from the school field onto the Parish Hall steps

The date of next meeting is Tuesday 23rd February 2021, at 7.30pm

The meeting closed at 9.10pm

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

Dated



PENCOMBE GROUP PARISH COUNCIL

**Approved 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 Planning applications/decisions

72.1/20

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

Report from the Responsible Finance Officer February 2021

Bank Balances

HSBC Bank balances on 19/02/2021 were as follows-

- Community Account: £462.91
- Business Money Manager Account: £0

Unity Trust current account £18830.00

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.

Payments made since last meeting.

No.	Name	Amount £	Details
1	A M Drew	£300.63	Clerk's salary for January 2021
2	M A Walsh	£240.00	Invoice agreed minute 9.2/21
3	Viking Direct	£115.18	2xLaser printer cartridges

Payments received since last meeting.

No.	Name	Amount £	Details
1	Parish Hall	£62.50	24/01/2021 Loan repayment
2	Memorials of Worcester	£200.00	Memorial to Norman Barrie Harding
3	HFSP Group Parish Council	£48.00	50% contribution to Zoom

Other Finance

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

This invoice has been cancelled and classified as not collectable.

Precept 2021-22 The RFO has advised Herefordshire Council that the Group Parish Council precept for 2021-22 will remain unchanged at £13875

Income & Expenditure

Forecasts & Actuals – As at 19th February 2021

	Budget 2020-21	Year to Date	Forecast Outturn	Variance from Budget
Income	17458	19420	19373	1915
Expenditure	16010	14357	16237	-227
Income-Expenditure	1448	5063	3136	1688

The budget situation is very healthy as the end of year approaches. However, much of the healthy position is due to a number of small projects not undertaken due to the COVID restrictions.

There are no “Other Papers” for the February 2021 meeting



PENCOMBE GROUP PARISH COUNCIL 2020 ACTION TRACKER

Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
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	This issue is on the agenda for discussion at meeting of 23 rd February 2021	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	Check position with insurers if churchyard wall is damaged	Clerk	<p>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.</p> <p>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.</p> <p>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. 23/2/2021 Following a resident's recommendation I have contacted David Symonds Associates who may be able to help with the survey</p>	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	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 26/1/2021 Unable to recover payment. Invoice cancelled	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 19/2/2021 Progress map shows potholes filled but road is still in a very poor condition	Open
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



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
3/2/2021	210234	Pencombe	Non-material amendment to 203160	Y	N/A	N/A	N/A	Approved		
22/1/2021	210617	Pencombe	Approval of details reserved by conditions	Y	N/A	N/A	N/A	Approved		
8/9/2020	202962	Little Cowarne	Land at the Three Horseshoes Certificate of Lawfulness	Y	26/01/2021	N/A	28/1/2021	Refused		
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		

Date	Planning case no.	Village	Brief description	Consent required	Date to Council	Closing date for comments	Date comments submitted	Decision	Appeal Date	Final Decision
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		