

**PENCOMBE GROUP PARISH COUNCIL**

**MEETING PAPERS**

**for**

**TUESDAY 27<sup>TH</sup> APRIL 2021**

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

7.30pm Tuesday 27<sup>th</sup> April 2021

Video meeting using Zoom.

Meeting ID: 330 722 5621 Passcode: PGPC

## AGENDA

**38/21 To receive and consider apologies for absence**

**39/21 To receive Declarations of Interest and written requests for Dispensation**

**40/21 To receive and approve the minutes of the ordinary meeting of 23<sup>rd</sup> February 2021**

**41/21 To note updates on the action tracker**

**42/21 Open session:**

42.1/21 To receive a verbal update from the Ward Councillor

42.2/21 To receive queries or concerns by local residents on parish matters

**43/21 To receive an update on the Parish Hall**

**44/21 Finance: To receive a report from the Responsible Finance Officer**

**45/21 Planning applications/decisions:**

45.1/21 To comment on planning applications to be determined by Herefordshire Council

45.2/21 To note planning permissions granted by Herefordshire Council

45.3/21 To note planning refusals by Herefordshire Council

**46/21 Lengthsman Scheme/Grass cutting:**

46.1/21 To consider work to be undertaken

47.2/21 To consider payment of invoices

**48/21 Update on NDP**

**49/21 To receive an introduction to Parish Online and its application to drainage mapping and the NDP**

**50/21 Matters for discussion at the next meeting**

**Date of next meeting – the Annual Meeting - Tuesday 25<sup>th</sup> May 2021**



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## PENCOMBE GROUP PARISH COUNCIL

### Draft Minutes of the Ordinary Meeting of Pencombe Group Council held on Tuesday 23<sup>rd</sup> March 2021 Video meeting 7.30pm

#### **Councillors Present;**

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

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

**Members of the Public:** Mr. Frank Nicholson, Ms. Margaret Simcock

#### **25/21      Apologies for absence**

Cllr. Hope had given his apologies for absence. Cllr. Barrett joined the meeting but had problems with the audio connection and other members could not hear his comments.

#### **26/21      Declarations of interest and written requests for dispensation**

Cllr. Hayes, as Chair of Pencombe School Governors declared a schedule 2 interest in agenda items 35/21 and 36/21.

#### **27/21      Draft minutes of the previous meeting on 23<sup>rd</sup> February 2021.**

The minutes of the meeting of 23<sup>rd</sup> February 2021 were agreed and the Chairman will sign the draft minutes as a true record of the meeting.

#### **28/21      Action Tracker.**

##### **Road safety in Pencombe (61/20)**

To be considered as part of agenda item 35/21.

##### **Neighbourhood Development Plan (59/20)**

The Clerk reported that Localities are not yet taking applications for next financial year but Council will be advised when applications open.

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

The Chairman and Cllr. Legge reported that work had not yet started. It would be carried out later in the Spring.

##### **Road deterioration at Hollybush Lane (13/20)**

The Clerk reported that Cllr. Harrington had put him in contact with a Highways officer, Bruce Evans. The Clerk had explained the frustrations of the defect reporting and monitoring system to Mr Evans who had undertaken to look into the matter and see if improvements can be made. However, nothing had been heard from Mr Evans since and although an update was requested from him for this meeting nothing was received.

#### **29/21      Open Session**

##### **29.1/21    To receive an update from Cllr. Harrington**

Cllr. Harrington was not present at the meeting.

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**29.2/21 To receive queries and questions from local residents.**

Ms Simcock was present for a particular item (35/21) later in the agenda. Mr Nicholson was keen to receive an update about Road Safety in Pencombe from Cllr. Harrington. The Clerk explained that this item had been wrapped into the footpath issue across the school playing field and would be discussed later under item 35/21. However, he agreed with Mr Nicholson that this issue partly lay with Cllr. Harrington who had undertaken to discuss opening the school gate with the LEA. The Clerk would write to Cllr. Harrington requesting an update.

Mr Nicholson also raised the issue of dog faeces which was also a concern for other residents. A number of residents are collecting dog faeces as a matter of public duty. Blackspots identified include the Causey, footpath from the Causey to the Old Post Office and on the verge of the road leading up to Pencombe Hall. Council agreed that more signage reminding dog owners of their responsibilities in law and the penalties for breaching the law would be beneficial. The Clerk had suitable signs and possible sites included entrances to the Causey. The Chairman undertook to check the supply of bags. Cllr. Hadley suggested fitting bins for collecting dog faeces but problems arranging for emptying had been a problem in the past. It was also noted that dogs were often seen running loose around the village. The Clerk informed the meeting that under current legislation owners of dogs fouling public spaces face an on-the-spot fine of £80 and if this is not paid magistrates can fine the owner up to £1000. It was agreed that more warning signs would be erected including the possibility of erecting CCTV warning signs.

**30/21 Parish Hall update**

In view of the limited activity with the Parish Hall the Clerk had invited Mr. Mottram, Chair of Hall Trustees to send a written update. "The Hall Trustees expect the Hall will re-open for public events under social distancing rules, as soon as the rules allow. This will be after May 17<sup>th</sup> or at worst case June 21<sup>st</sup>. It is hoped to re-start Lunch in Company on the first Saturday in July. The Hall Trustees are meeting on April 14<sup>th</sup> by which time the advice may be clearer"

**31/21 Finance – to receive a report from the RFO.**

**31.1/21 Bank balances & spend against budget**

HSBC Bank balances on 19/03/2021 were as follows:-

- Community Account: £80
- Business Money Manager Account: £0

Unity Trust current account £18892.50

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.

### 31.2/21 Payments made, receipts and payments for authorisation

#### 1. Payments made since last meeting.

| No. | Name | Amount £ | Details                                    |
|-----|------|----------|--|
| 1   | HALC | £444.92  | Annual subscriptions authorised<br>19.1/21 |

#### 2. Payments received since last meeting

| No. | Name        | Amount £ | Details                   |
|-----|-------------|----------|---------------------------|
| 1   | Parish Hall | £62.50   | 24/02/2021 Loan repayment |

#### 3. Payments for authorisation.

| No. | Name     | Amount £ | Details  |
|-----|----------|----------|--|
| 1   | A M Drew | £300.63  | Clerk's Salary February 2021                               |
| 2   | A M Drew | £300.83  | Clerk's salary March 2021                                  |
| 3   | HMRC     | £225.40  | PAYE on Clerk salary                                       |
| 4   | A M Drew | £720.00  | Refund on payment for 2 skips                              |
| 5   | A M Drew | £115.10  | Refund for purchase of ZOOM<br>ideoconferencing 28/10/2020 |

The Clerk had also just received the usual quarterly invoice from Autela for payroll work (£61.45). If Council was happy to agree payment then additional discount would be available for early payment.

Council agreed all the above payments including Autela.

#### 4. Other Finance

The Clerk presented his forecast of the year's financial outturn which included the above payments except for the Autela payments-

#### Income & Expenditure Forecasts & Actuals – As at 31<sup>st</sup> March 2021

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

### **32/21 Planning applications/decisions to be determined by Herefordshire Council**

32.1/21 Planning applications received.

- 210212 Pencombe School – retention of mobile classroom.

Council discussed the position of the classroom and agreed there was no concerns and the application should be supported. The Clerk would submit appropriate comments to Herefordshire Council

32.2/21 Planning permissions granted  
None received

32.3/21 Planning refusals  
None received

### **33/21 Lengthsman scheme/Grass cutting**

33.1/21 The Clerk had informed the grass cutting contractor, A C Garden Services that his contract has been extended on the current terms.

The Chairman reported that a limb of a walnut tree growing on the Causey needed attention before it broke and destroyed the bridge underneath. It was also overhanging the gardens of Ms Brown and Mr & Mrs Maynard. Matt Padden Tree Services had quoted £150 to have the limb removed and the Chairman sought Council agreement for the expenditure. Council agreed the expenditure.

33.2/21 **To consider payment of invoices**  
There are no outstanding invoices

### **34/21 Launching the NDP**

See Action Tracker item 28/21. Additionally the Clerk reported that due to the phosphate issues in the River Lugg meant that no new plans can be approved. NDPs can still be written but will have to await resolution of the phosphate issues before the plans can be approved. Cllr. Hadley reported that Welsh farmers had recently been instructed to stop spreading slurry which in due course would improve water quality in the rivers.

### **35/21 To consider applying for a Public Right of Way between St. John's Church, Pencombe and the Parish Hall**

Cllr. Hayes declared a schedule 2 interest in this and the following items and withdrew from the meeting at this point. The Clerk outlined the process for establishing that the right of way by custom from the churchyard to the Parish Hall to become formally recorded on the Definitive Map as a definite public right of way. The possibility was discussed of the Council funding a project to improve the school field as part of an agreement to move the fence, which is currently blocking the path. The drainage problems (see 36/21) would be a worthwhile project to improve facilities at the school.

After some discussion Council resolved the following-

The drainage problems in the school field result in flooding of the Parish Hall steps and present a significant hazard.

Disability access to the Hall is extremely difficult when the steps are hazardous and the traditional path from the churchyard is closed.



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To make an application for the footpath from the churchyard to the Parish Hall to be re-established as a formal public right of way but to delay this application pending a further attempt to co-operate with the school in finding a solution to the above issues.

The Clerk would draft an open letter to all school governors and other stakeholders offering to co-operate and possibly fund an improvement project in the school field in order to resolve the issues described above.

**36/21 To consider the drainage problems around the access steps to the Parish Hall**

Discussion of this item is now included in item 35/21

**37 /21 Matters for discussion at next meeting.**

At this stage no matters were raised for discussion at the next meeting

The date of next meeting is Tuesday 27<sup>th</sup> April 2021, at 7.30pm

The meeting closed at 8.55pm

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

**Dated** .....



Pencombe Group  
Parish Council

# Pencombe Group Parish Council Draft Minutes

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### PENCOMBE GROUP PARISH COUNCIL

#### Approved Minutes of the Ordinary Meeting of Pencombe Group Council held on Tuesday 23<sup>rd</sup> February 2021 Video meeting 7.30pm

#### Councillors Present;

Cllr. T. Brazier (Chairman)  
Cllr. C. Hayes (Vice Chair)  
Cllr. C. Hadley

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

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

#### 13/21 Apologies for absence

Cllr. Hope and Cllr. Legge. Cllr. Barrett was able to join the meeting on video but not with audio. He was unable to take part in the meeting so is considered absent for the purposes of decision making.

#### 14/21 Declarations of interest and written requests for dispensation

Cllr. Hayes, as Chair of Pencombe School Governors declared a schedule 2 interest in agenda items 23/21 and 24/21.

#### 15/21 Draft minutes of the previous meeting on 26<sup>th</sup> January 2021.

The minutes of the meeting of 26<sup>th</sup> January 2021 were agreed and the Chairman will sign the draft minutes as a true record of the meeting.

#### 16/21 Action Tracker.

##### Neighbourhood Development Plan (59/20)

The Clerk reported that Locality are not yet taking applications for next financial year but Council will be advised when applications open. Additionally, following advice from HALC the Clerk had contacted a planning consultancy, Kirkwells, who have considerable experience in helping Herefordshire Parishes in progressing NDPs quickly. A formal response from Kirkwells is awaited. The Clerk requested a Councillor be appointed to lead/join the NDP steering group.

##### Road safety in Pencombe (61/20) and footpath from the Church to the Parish Hall

Cllr. Harrington has raised the matter with Anthony Agate who is responsible for footpath/PROW issues within the county. Cllr. Harrington will arrange for Mr Agate to make a site visit to Pencombe and discuss possible solutions. The Clerk has also spoken with Mr Agate who advised that if Council submitted a Definitive Map Modification request he would be able to allocate an officer to progress the case.

##### AGAR Risk Assessment – Churchyard wall (36/20)

The Clerk reported that he had successfully found a surveying company able to undertake a survey and valuation (for insurance purposes) of the churchyard wall. The company, David Symonds Associates, had provided a quotation of £700+VAT to carry out this work. After some discussion Council felt that the risk of damage *which went unseen* was very low and that it did not warrant the costs involved. The item will be closed.

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

The Chairman reported on behalf of Cllr. Legge that the re-instatement of the fence had now been agreed with the owner but that the current wet weather made the work impossible. It would be carried out later in the Spring.

### **Road deterioration at Hollybush Lane (13/20)**

The Clerk raised the issue that reports could not be tracked through the system so it is not possible to track reports through to completion. The customer references never appear on the progress map so when a repair is stated as completed it is not possible to see which report the repair relates to. Cllr. Harrington is keen to make substantial changes to the way work in the public realm is managed and he invited Council to write to him expressing our frustrations.

### **Lengthsman Scheme (33.3/20)**

The Clerk reported that he had submitted the Annual Maintenance Plan for 2021-22 to Herefordshire (BB) and had used the draft budget figures for the submission (footpaths/PROW £750; Lengthsman £2000). Registration of our scheme will enable us (amongst other things) to bid for any funding which may be available from Herefordshire for public realm work. (Cllr. Harrington hoped that £250,000 would be available for such work during 2021-22)

## **17/21 Open Session**

### **17.1/21 To receive an update from Cllr. Harrington**

**COVID Update.** The case rate in Herefordshire had fallen to 75 cases/100,000. Vaccination numbers are rising quickly and the lockdown is clearly having a positive effect. Progress on vaccination is rapid and within the next few days the 65-69 age group will be offered the vaccine. Additionally, anyone with underlying health conditions or classed as vulnerable in the 60-65 age group will be included. Parking restrictions in Bromyard introduced as part of the COVID measures are being eased somewhat with more space being released outside the chemist and Lamingtons. As infection rates fall the measures will be removed.

**Budget setting.** Plans to achieve the £12m of savings required for 2021-22 have been progressed, mainly through a directorate re-organisation.

**Transport review.** The western bypass is now shelved following the Council vote and instead there is backing for a new eastern crossing from Rotherwas to the Ledbury Rd. Progress is being made to introduce HOPPA style bus services within the city along with enhanced facilities for pedestrians and cyclists.

17.2/21 No matters were raised by residents.

### **18/21 Parish Hall update**

The Parish Hall Chairman reported that the Hall was still formally closed but the school was using it as part of their COVID prevention measures.

19/21 **Finance** – to receive an update.

## 19.1/21 Bank balances & spend against budget

HSBC Bank balances on 23/02/2021 were as follows:-

- Community Account: £462
- 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.

### 5. Payments made since last meeting.

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

### 6. 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 the late Norman Barrie Harding |
| 3   | HFSP Group Parish Council | £48.00   | 50% contribution to ZOOM                   |

### 7. Payments for authorisation.

The only payment required is for HALC subscriptions for 2021-22 which is £444.92. This payment was agreed by Council.

### 8. Other Finance

The RFO has cancelled the invoice for ditching work carried out at Sparrington Farm and also advised Council that he had submitted the precept request for £13750 for 2021-22.

The RFO also provided a summary of income and expenditure which forecast a surplus of about £3000 for year end. Although the financial situation was healthy the RFO observed that the projects planned for the year had not all progressed due to the COVID problems.

## 20/21 Planning applications to be determined by Herefordshire Council

20.1/21 Planning applications received.

- 210234 Non material amendment to 203160. No comments required. (The amendment was approved on 4 February)

- 
- 20.2/21 Planning permissions granted  
210234 – see above
- 20.3/21 Planning refusals  
202962 Land at the Three Horseshoes.
- 21/21 Lengthsman scheme/Grass cutting**  
21.1/21 The grass cutting contractor, A C Garden Services had confirmed that he would be pleased to continue the contract on the current terms. Council agreed that the contract should continue for the next financial year.
- 21.2/21 **To consider payment of invoices**  
There are no outstanding invoices
- 22/21 Launching the NDP**  
See Action Tracker item 16/21
- 23/21 To consider applying for a Public Right of Way between St. John's Church, Pencombe and the Parish Hall**  
With the schedule 2 interest declared by Cllr. Hayes the meeting was no longer quorate so this item was not discussed.
- 24/21 To consider the drainage problems around the access steps to the Parish Hall**  
With the schedule 2 interest declared by Cllr. Hayes the meeting was no longer quorate so this item was not discussed.
- 25/21 To consider funding of waste disposal skips for use by Group Parish residents**  
This topic had been circulated using email and a formal decision should now be made. The Chairman was concerned that the availability of the Bromyard waste disposal site was unsatisfactory. Cllr Harrington undertook to raise the matter with the responsible cabinet member. Council unanimously resolved that, subject to agreement with the Three Horseshoes, there would be a skip provided at both Pencombe and Little Cowarne. The Clerk would organise the facility from about mid-March.
- 26 /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 23<sup>rd</sup> March 2021, at 7.30pm

The meeting closed at 8.30pm

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

Dated .....

## Report from the Responsible Finance Officer April 2021

### Bank Balances

HSBC Bank balances on 23/03/2021 were as follows-

- Community Account: £1371.08
- Business Money Manager Account: £0
- Unity Trust current account £22874.50

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. However, due to issues with the Unity internet banking service the HSBC account has been re-funded to enable Council business to be carried forward during April. £3000 was transferred by cheque from Unity to HSBC on 6 April to make the payments agreed at the March Council meeting.

The internet banking issues on the Unity Trust account are now resolved.

### Payments made since last meeting.

| No. | Name        | Amount £ | Details                            |
|-----|-------------|----------|------------------------------------|
| 1   | A M Drew    | £300.63  | Clerk's Salary February 2021       |
| 2   | A M Drew    | £300.83  | Clerk's salary March 2021          |
| 3   | HMRC        | £225.40  | PAYE on Clerk salary               |
| 4   | A M Drew    | £720.00  | Refund on payment for 2 skips      |
| 5   | Autela      | £61.45   | Payroll process                    |
| 6   | Unity Trust | £18.00   | Quarterly bank charges (automatic) |

### Payments received since last meeting.

| No. | Name                  | Amount £ | Details                          |
|-----|-----------------------|----------|----------------------------------|
| 1   | Parish Hall           | £62.50   | 24/03/2021 Loan repayment        |
| 2   | Herefordshire Council | £6397.50 | 23/04/2021 Precept first payment |

### Payments for Authorisation

| No. | Name                | Amount £ | Details                     |
|-----|---------------------|----------|-----------------------------|
| 1   | A C Garden Services | £310.00  | March grass cutting invoice |

## Other Finance

Due to the introduction of the Unity Trust account the Parish Hall changed their loan repayment details to match the new Unity Trust bank details. However, 2 payments have been received into the HSBC account. This issue has been resolved between the RFO and the Hall treasurer. None of the duplicate payments have been counted in the Council financial reports.



## Income & Expenditure

End of year summary as at 31<sup>st</sup> March 2021 (Unaudited)

|                           | Budget 2020-21 | Year Outturn 2020-21 | Variance from Budget |
|---------------------------|----------------|----------------------|----------------------|
| <b>Income</b>             | 17458          | 19545                | 2087                 |
| <b>Expenditure</b>        | 16010          | 16659                | -649                 |
| <b>Income-Expenditure</b> | 1448           | 2886                 | 1438                 |

## Reserves

As at 31<sup>st</sup> March 2021 Council reserves stand at £17183. These reserves are not earmarked against any particular need or project so must be considered general reserves. However, it would be good practice to earmark reserves against particular risks such as the example that follows. Council is invited to endorse this approach and amend/agree the earmarking of reserves

| Reserve                         | Fund |
|---------------------------------|------|
| Flood protection & recovery     | 5000 |
| Winter maintenance & management | 5000 |
| General reserve                 | 7183 |

## Draft Budget for 2021-22

The precept is unchanged so it is recommended that the budget remains essentially unchanged except for the following -

### Income

- The VAT reclaim matches the VAT to be recovered from this year
- The cemetery receipts have been higher than budget for several years so the budget has been increased from £1000 to £1500.
- Receipts from Lengthsman (farmers' contribution) have been reduced from £500 to £250

### Expenditure

- Neighbourhood Plan budget raised to £2000
- No community projects have yet been included in the budget

Council is invited to discuss/amend/agree this budget for 2021-22

|                                    |              |
|------------------------------------|--------------|
| <b>Income</b>                      | £            |
| · Precept                          | 13750        |
| · Bank interest                    | 5            |
| · Cemetery receipts                | 1000         |
| · Field rent                       | 0            |
| · Lengthsman scheme                | 500          |
| · Miscellaneous                    | 0            |
| · VAT reclaim                      | 1392         |
| · Wayleave                         | 13           |
| Parish Hall loan repayments        | 750          |
|                                    |              |
|                                    |              |
| <b>TOTAL INCOME</b>                | <b>17410</b> |
|                                    |              |
|                                    |              |
| <b>Expenditure (including VAT)</b> | £            |
| <b>a. Salary &amp; Expenses:</b>   |              |
| · Parish Clerk salary              | 3600         |
| · Parish Clerk annual allowance    | 0            |
| · Travel expenses                  | 0            |
| · Temporary clerk cover            | 0            |
| · HMRC PAYE                        | 960          |
| · Autela Pay roll                  | 250          |
| <b>b. Administration</b>           |              |
| · Training                         | 350          |
| · Stationery & postage             | 50           |
| · Website provision                | 200          |
| · Insurance                        | 215          |
| · Election expenses                | 100          |

|                                     |              |
|-------------------------------------|--------------|
| · Office software                   | 140          |
| <b>c. Cemetery</b>                  |              |
| · Cemetery rates                    | 280          |
| <b>d. Maintenance</b>               |              |
| · Maintenance works                 | 0            |
| · Grasscutting                      | 2300         |
| · Lengthsman scheme                 | 1500         |
| <b>e. Fees &amp; Subscriptions:</b> |              |
| · External auditor fee              | 0            |
| · Internal auditor fee              | 30           |
| · ICO registration                  | 35           |
| · HALC/NALC membership fee          | 420          |
| · Bank Charges                      | 72           |
| · SLCC membership fee               | 0            |
| <b>f. Miscellaneous:</b>            |              |
| · Charitable donations              | 50           |
| · Remembrance Sunday wreath         | 25           |
| · Sundry expenses                   | 25           |
| <b>g. Special projects:</b>         |              |
| · Neighbourhood development plan    | 2000         |
| · Parish hall improvements          | 2500         |
| Defibrillators - L Cowarne          | 0            |
| - Sparrington                       | 150          |
| - Pencombe                          | 100          |
|                                     |              |
| <b>Community Projects</b>           | TBA          |
|                                     |              |
|                                     |              |
| <b>TOTAL EXPENDITURE</b>            | <b>15352</b> |



Pencombe Group  
Parish Council

# Pencombe Group Parish Council Other Papers

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



Pencombe Group  
Parish Council

# Pencombe Group Parish Council Other Papers

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## PENCOMBE GROUP PARISH COUNCIL 2020 ACTION TRACKER

| Date of Meeting | Agenda Item   | Reference    | Action   | Action Owner     | Action Taken  | Status |
|-----------------|---|--------------|--|------------------|---|--------|
|                 |   |              |  |                  |   |        |
| 23/03/2021      | PROW across school field and drainage of Hall steps | 35/21 &36/21 | Clerk to draft a letter to Pencombe School Governors   | Clerk            | Letter drafted and circulated for comment   | Closed |
| 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 <sup>rd</sup> March 2021 having been deferred from the February meeting.<br><b>27 April</b> This topic has been included also in the draft letter to School Governors   | Open   |
| 27/11/2020      | Launching the NDP                                   | 59/20        | Submit grant application to Locality   | Clerk            | <b>24/11/20</b> In progress   | Open   |
| 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.<br><b>UPDATE.</b> 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.<br><b>UPDATE 23/10/20</b> So far unable to find a surveyor and valuer able to take on the work. COVID delays given as reason. Will continue to search. <b>24/11/20</b> No further update. <b>23/2/2021</b> Following a resident's recommendation I have contacted David Symonds Associates who may be able to | Closed |



|            |                                 |         |  |                 |  |        |
|------------|---------------------------------|---------|--|-----------------|--|--------|
|            |                                 |         |  |                 | help with the survey 24/2/21 Council resolved that given the costs of the survey (£700+VAT) and the additional insurance premiums the risk was not worth the cost of management in this way and the action is closed   |        |
| 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. <b>24/11/20</b> Cllr Legge offered to re-instate fencing. <b>23/2/21</b> Agreement on fence reached but work cannot yet be done due to wet weather  | 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 <b>OCTOBER 2020</b> . The clerk and chairman have started compiling the work program for submission to BBLP <b>24/11/20</b> Ongoing 23/2/21 Annual maintenance plan submitted to Herefordshire (BB)   | Closed |
| 25/08/2020 | Finance                         | 33.2/20 | Outstanding invoice from May 2020 (£135) for ditching work at Sparrington Farm | Chairman        | <b>24/11/20</b> Now over 6 months old. Ongoing <b>26/1/2021</b> 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. <b>SEPTEMBER 2020</b> Junction with A417 reported in need of re-surfacing. <b>OCTOBER 2020</b> Update sought from Locality Steward <b>24/11/20</b> Response from Locality Steward suggests action will be taken<br><b>19/2/2021</b> Progress map shows potholes filled but road is still in a very poor condition | Open   |



|            |             |        |   |                         |   |        |
|------------|-------------|--------|---|-------------------------|---|--------|
|            |             |        |   |                         | <b>23/2/21</b> Reported to Cllr. Harrington that poor tracking reports makes management impossible. Have written to Cllr. H raising concerns and he has nominated Bruce Evans to help sort out the issues                 |        |
| 27/08/2019 | Parish Hall | 280/19 | Progress Right of Way discussion with Herefordshire Council | Chairman, Hall Trustees | <b>18 January 2020.</b> Both the Parish Hall and Council have written to relevant authorities submitting that the footpath access to the Hall is properly re-instated. <b>18/3/21</b> Now part of Road Safety in Pencombe | 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 |
| 15/4/2021                          | 210714            | Little Cowarne | New agricultural building at Mill Farm                 | Prior approval   | 27/4/2021       | N/A                       |                         |                          |             |                |
| 14/4/2021                          | 210874            | Pencombe       | Self build retirement home (NB Bromyard & Winslow)     | Y                | 27/4/2021       | 11/5/2021                 |                         |                          |             |                |
| 26/3/2021                          | 210137            | Pencombe       | 2 storey extension to 1 Wakefield                      | Y                | 27/4/2021       |                           |                         |                          |             |                |
| 24/2/2021                          | 210212            | Pencombe       | Pencombe School Retention of mobile classroom          | Y                | 23/2/2021       | 24/2/2021                 |                         |                          |             |                |
| 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 |             |                |

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