

PENCOMBE GROUP PARISH COUNCIL

MEETING PAPERS

for

TUESDAY 27th JULY 2021

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Appendix 1: Setting up a (NDP) Steering Group	Included at end of this document

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

7.30pm Tuesday 27th July 2021

Pencombe & Little Cowarne Parish Hall

AGENDA

80/21 To receive and consider apologies for absence

81/21 To receive Declarations of Interest and written requests for Dispensation

82/21 To receive and approve the minutes of the ordinary meeting of 22nd June 2021

83/21 To note updates on the action tracker

84/21 Open session:

84.1/21 To receive a verbal update from the Ward Councillor

84.2/21 To receive queries or concerns by local residents on parish matters

85/21 To receive an update on the Parish Hall

86/21 Finance: To receive a report from the Responsible Finance Officer

87/21 Planning applications/decisions:

87.1/21 To comment on planning applications to be determined by Herefordshire Council-
212215 - Durstone Farm, Pencombe; Proposed open sided bedding store.
212688 - 3 Horseshoes, Little Cowarne. Application for certificate of lawfulness.

87.2/21 To note planning permissions granted by Herefordshire Council-

87.3/21 To note planning permissions refused by Herefordshire Council-
212425 Great Hegdon farm, Pencombe. Prior approval for erection of an agricultural
building. Prior approval refused

88/21 Lengthsman Scheme/Grass cutting:

88.1/21 To consider work to be undertaken

88.2//21 To consider payment of invoices

89/21 Neighbourhood Development Plan

a) Update on grant application

b) To consider creation of the steering group (nominate two councillors)

90/21 To receive an update on the provision of a car park for the Parish Hall

91/21 Matters for discussion at the next meeting

Date of next meeting Tuesday 24th August 2021

PENCOMBE GROUP PARISH COUNCIL
Minutes of the Meeting held on Tuesday 22nd June 2021 7.30pm
in Pencombe & Little Cowarne Parish Hall

Councillors Present;

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

DRAFT: Subject to agreement
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In Attendance: John Harrington, Ward Councillor: Allan Drew (Parish Clerk)

Members of the Public: 8 residents attended

68/21 Apologies for absence

Apologies had been received from Cllr. Legge

69/21 Declarations of interest and written requests for dispensation

Cllr. Hope declared an interest in item 78/21 – provision of a car park for the Parish Hall. A dispensation was agreed to allow Cllr Hope to participate in general discussion of the car park but his withdrawal would be required if and when financial arrangements are discussed.

70/21 Draft minutes of the previous meeting on 25th May 2021.

The minutes of the meeting of 25th May 2021 were agreed and the Chairman will sign the draft minutes as a true record of the meeting.

71/21 Action Tracker.

Launching the NDP.

The clerk reported that he had completed the application form for the grant. However, before submission he wished to have council agreement in principle to the appointment of the planning consultant whose quotation was part of the grant submission. The clerk explained that the funding available from Locality is in two parts -a basic £10,000 grant for creating the NDP and a further £8000 pounds if technical assessment assistance was required for site selection. The quotation received from the planning consultant (Kirkwells) was for £8820 to deliver the NDP. The Clerk had consulted HALC who had recommended Kirkwells on the basis that they have worked with a considerable number of Parish Councils in Herefordshire and the results had been very satisfactory.

At present it is too early in the process to apply for technical assistance grants to aid site selection although it was likely that sites would be available within Pencombe. Cllr. Hadley asked if Little Cowarne would also be included in the plan and the clerk clarified that although the NDP would cover the entire parish, to align with the Herefordshire core strategy only in Pencombe would development be possible. Additionally the clerk explained that all locality grant money had either to be spent within the current financial year or, if unspent by 31st March, had to be returned. In these circumstances Council resolved that the grant submission should be based upon employing the planning consultants Kirkwells to support the Pencombe and Little Cowarne NDP.

Ditch clearing at Little Cowarne.

This item had been outstanding since October and the parish Lengthsman agreed that the work would be completed during the next month. There was some concern that the work

was not particularly straightforward but the Lengthsman would visit the site and make an assessment.

Road deterioration at Hollybush lane. Cllr Harrington reported that he was continuing to press this issue with Balfour Beatty. The area was not within the resurfacing programme and Cllr Harrington had asked for an explanation of how this conclusion had been reached. He would provide an update shortly.

72/21 Open Session

72.1/21 To receive an update from the Ward Councillor.

COVID update. In the last week cases had risen 17 per cent to 28.5 cases per 100,000 residents. Although cases in Herefordshire are rising, the level still compares well with national results which are around 75 cases per 100,000 residents. Most of the outbreaks are on the farms where there has been little or no serious illness.

New chief executive for Herefordshire. Cllr Harrington noted that Paul Walker, the new chief executive for Herefordshire, had started work and was quickly starting to make changes and improvements.

Problems with Children's Services. The County's Children's Services department had received serious criticism from a senior judge over its handling of a number of cases during the past 10 years. The department head had left office and an improvement notice had been received from central government. An improvement board had been created and additional funding had been allocated.

72.2/21 To receive queries or concerns from local residents.

Mr. Maynard raised the issue of Two Hoots farm and the length of time it was taking to serve the enforcement notice. Cllr Harrington also expressed his frustration at the time it was taking enforcement to make progress with this case and he advised that it would help his position if Mr Maynard submitted a complaint to the Ombudsman. However, it was clear that Assured Energy would be required to return to the original plan which they had consent to run and would no longer be able to operate the current arrangements. The only question remaining was the timescale for the enforcement to be effective.

73/21 To receive an update on the Parish Hall.

Mr. Mottram reported that full opening of the hall had been delayed by about a further month until the 19th July. However, some events could take place such as coffee mornings and it was hoped the first Link Lunch for some time would be held on the 3rd July. The annual general meeting of the hall had been delayed until the 28th July in the hall if the restrictions were lifted on schedule on 19 July. There was use by the school on several days a week and currently repair and restoration work was being carried out at times when the school was not using the hall.

There was considerable discussion about the grassed areas around the hall and the banks of wild flowers around the entrance driveway and the main road. Council had concerns that the general appearance was rather untidy and not attractive to people interested in hiring the hall. However, Mr. Mottram stated that there had been a lot of positive comment about the wildflowers. Eventually it was agreed that the wildflower banks should be left until August but that the area immediately around the hall, consisting mostly of long grass, should be mown as soon as possible. The parish grass cutting contract included such work and the clerk, in agreement with Mr Mottram, would instruct the grass cutter to proceed.

The Chairman reported that he had carried out some restoration work on benches outside the hall.

74/21 To receive a report from the Responsible Finance Officer

The RFO reported that bank balances stand around £23,000 and that the first payment of the precept had been received from Herefordshire council. Council had also received some suggestions for community projects (tree planting and signage at the village entrances) which perhaps could be built into a significant community programme. The RFO noted that last year there was a significant short fall in expenditure and he hoped to avoid a similar situation of this year.

Payments had been received from Cllr. Hope (£180 for field rent -three years) and £100 from Emma Bouston for spreading the ashes of Molly Thomas.

Payments for Authorisation

The following payments were submitted for authorisation by Council.

No.	Name	Amount £	Details
1	A M Drew	£300.63	Clerk's June salary
2	A C Garden Services	£620.00	April & May cuts
3	Mr Ian Pardoe	£50.00	Audit fee
4	Viking Direct	£77.19+VAT	Printing paper and filing folders

Council agreed all the above payments.

Other Finance .

The RFO reported that he had forwarded the Certificate of Exemption to the external auditor and an acknowledgement of receipt had been obtained. He was also in the process of submitting the VAT refund request for the previous financial year. He reminded council that the period for the Exercise of Public Rights would start shortly and run from the 30th June through to 10th August. During this period any parishioner could, on reasonable request, ask to examine all the financial transactions for the previous financial year.

The Chairman reported that there was a volunteer prepared to paint the telephone kiosk in Pencombe and some red paint would be required. There was also a discussion about painting the kiosk at Sparrington. The RFO confirmed there was money in the budget to carry out kiosk renovation. He also reported that the replacement pads for the Pencombe defibrillator had been received and would be fitted shortly.

75/21 Planning

75.1/21 To consider the following applications to be determined by Herefordshire Council-

211839 Replacement dwelling at Grendon Court.

Council was pleased to see the updated application following the refusal received last year. The scale of the building had been reduced and the triple car port had been removed.

Council was supportive of the application and the Clerk would submit appropriate comments.

211915/6 Enclose existing wood store at The Cartshed, Little Cowarne plus listed building consent.

Council noted this was a small project and could see no problems with the application. It resolved to support the application.

75.2/21 To note planning permissions granted by Herefordshire Council

None

75.3/21 To note planning refusals by Herefordshire Council

210874 The refusal for a self build dwelling at Crowells Ash was noted

76/21 Lengthsman & Grass cutting

76.1/21 To consider work to be undertaken

The issue of poor drainage from the school field was discussed and Cllr. Harrington offered to raise the issue with the Local Education Authority.

Also discussed was the drain running past New House farm and the Wheelwrights into the Causey at the village centre. Cllr. Harrington also offered to take up this issue with Herefordshire officers.

77/21 Update on NDP

This item has been fully covered in minute 71/21

78/21 To receive an update on the provision of a Car Park for the Parish Hall

The Chairman reported that Cllr. Hope had agreed to sell the Parish Council around half an acre of land to create a Parish Hall car park. Cllr. Hope and Council would each appoint a valuer and the purchase would proceed from there. Cllr. Hope reported that he would appoint McCartneys.

Mrs Maynard raised the issue about the naming of the project and it was agreed that the car park would best be described as a village car park. Following discussion Council resolved that henceforth the car park would be known as the Village Car Park. However, it was also agreed that ultimately the Parish Council should wholly own the Village Car Park to avoid any future legal issues over ownership. Donations towards the cost of creating the Village Car Park would however be welcome.

The date of the next meeting is 27 July 2021

There being no further business the Chairman closed the meeting at 8.25pm.

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

Dated

Report from the Responsible Finance Officer July 2021

Bank Balances

Bank balances on 23/7/2021 were as follows-

- HSBC Community Account: £488.42
- HSBC Business Money Manager Account: £0
- Unity Trust current account £21321.45

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. Currently however, a direct debit is paid to Herefordshire Council (rates for the cemetery) from the HSBC account. Rather than disturb this arrangement part way through it is proposed to leave this running until the DD has expired (September 2021) and then close the HSBC account.

Payments made since last meeting.

No.	Name	Amount £	Details
1	A M Drew	£300.63	Clerk's June salary
2	A C Garden Services	£620.00	April & May cuts
3	Mr Ian Pardoe	£50.00	Audit fee
4	Viking Direct	£77.19+VAT	Printing paper and filing folders
5	A C Garden Services	£310.00	June cut
6	Euro Energy	£69.30+VAT	Defibrillator pads for Pencombe
7	Unity Trust Bank	£18.00	Bank charges (automatic)

Payments received since last meeting.

Western Power wayleave payment £13.17

Payments for Authorisation

No.	Name	Amount £	Details
1	A M Drew	£300.63	Clerk's July salary
2	A C Garden Services	£350.00	July cut including Parish Hall
5	HMRC	£225.40	PAYE
6	Autela	£43.50+VAT	Payroll

Other Finance

The Certificate of Exemption for 2020-21 has been forwarded to the external Auditor.

The VAT reclaim for financial year 2020-21 is £924.93 and will be processed shortly.

Income & Expenditure Budget for 2021-22

Line No.	SUMMARY OF BUDGET & EXPENDITURE	Budget 2019-20	Actual 2019-20	Budget 2020-21	Actual 2020-21	Budget 2021-22	Forecast 2021-22
	Income						
1	· Precept	12,500.00	12,500.00	13,750.00	13,750.00	13,875.00	13,875.00
2	· Bank interest	5.00	35.02	5.00	7.22	0.00	0.00
3	· Cemetery receipts	300.00	1,060.00	1,000.00	1,900.00	1,500.00	1,500.00
4	· Field rent	60.00	0.00	0.00	0.00	180.00	180.00
5	· Lengthsman scheme	0.00	0.00	500.00	444.00	0.00	0.00
6	· Miscellaneous	0.00	0.00	0.00	1,248.25	0.00	0.00
7	· VAT reclaim	250.00	0.00	1,440.00	1,440.42	925.00	925.00
8	· Wayleave	13.17	13.17	13.17	13.17	13.00	13.00
9	Parish Hall loan repayments	0.00	312.50	750.00	875.00	312.00	312.00
11	TOTAL	13,128.17	15,396.09	17,458.17	19,678.06	16,805.00	16,805.00
	Expenditure (including VAT)						
	a. Salary & Expenses:						
12	· Parish Clerk salary	4,104.08	3,552.24	3,600.00	3,608.16	3,608.00	3,608.00
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	901.89	901.00	901.00
17	Autela Pay roll	200.00	245.83	250.00	196.35	200.00	200.00
	b. Training & Development						
18	· Training	300.00	343.50	350.00	525.00	350.00	350.00
19	· Stationery & postage	100.00	75.98	50.00	144.47	150.00	150.00
20	· Website provision	130.00	166.00	200.00	165.00	200.00	200.00
21	· Insurance	250.00	213.01	215.00	210.32	210.00	210.00
22	· Election expenses	1,600.00	0.00	100.00	109.49	0.00	0.00
	c. Cemetery						
23	· Cemetery rates	205.00	226.06	264.00	264.13	280.00	280.00
	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	1,860.00	1,860.00
26	· Lengthsman scheme	2,000.00	1,200.00	1,500.00	840.00	2,000.00	2,000.00
	e. Fees & Subscriptions:						
27	· Internal auditor fee	30.00	30.00	30.00	30.00	50.00	50.00
28	· ICO registration	40.00	35.00	35.00	35.00	35.00	35.00
29	· HALC/NALC membership fee	420.00	406.60	420.00	738.67	420.00	420.00



30	· SLCC membership fee	60.00	0.00	0.00	0.00	0.00	0.00
	f. Miscellaneous:						
31	· Charitable donations	0.00	50.00	50.00	0.00	50.00	50.00
32	· Remembrance Sunday wreath	25.00	25.00	25.00	0.00	50.00	50.00
33	· Sundry expenses	100.00	25.80	25.00	695.92	25.00	25.00
	g. Special projects:						
34	· Neighbourhood development plan	100.00	0.00	0.00	0.00	2,000.00	2,000.00
35	Parish Hall improvements	5,000.00	6,999.64	2,500.00	3,700.00	0.00	0.00
36	Defibrillators -Little Cowarne	0.00	1,311.94	90.00	0.00	0.00	0.00
37	Sparrington	0.00	2,037.00	135.00	135.00	200.00	300.00
38	Pencombe	0.00	726.00	726.00	605.00	100.00	400.00
39	Churchyard & Cem.	0.00	0.00	200.00	0.00	200.00	200.00
40	Causey	0.00	0.00	200.00	150.00	200.00	200.00
41	Winter mtce	0.00	0.00	350.00	0.00	350.00	350.00
42	Community Projects						
43	TOTAL	18,784.08	21,588.21	16,010.00	16,659.42	13,689.00	14,089.00
44	Difference: Income-Expenditure	-5,655.91	-6,192.12	1,448.17	3,018.64	3,116.00	2,716.00

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

Forecast is same as budget except for defibrillators in Pencombe (may need a new battery this year - +£300) and Sparrington (+£100 to re-paint kiosk)

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



Pencombe Group
Parish Council

Pencombe Group Parish Council Other Papers

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 rd March 2021 having been deferred from the February meeting. 27 April This topic has been included also in the draft letter to School Governors	Closed
27/11/2020	Launching the NDP	59/20	Submit grant application to Locality	Clerk	24/11/20 In progress Submitted 15 July 2021	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. 23/2/2021 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. 24/11/20 Cllr Legge offered to re-instate fencing. 23/2/21 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 OCTOBER 2020 . The clerk and chairman have started compiling the work program for submission to BBLP 24/11/20 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	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.	Open

					<p>19/2/2021 Progress map shows potholes filled but road is still in a very poor condition.</p> <p>23/2/21 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</p>	
27/08/2019	Parish Hall	280/19	Progress Right of Way discussion with Herefordshire Council	Chairman, Hall Trustees	<p>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. 18/3/21 Now part of Road Safety in Pencombe</p>	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
28 June 2021	212215	P	Proposed open sided bedding store Durston Farm	Y	27 July 2021	15 August 2021				
6 July 2021	212688	LC	Certificate of lawfulness land adj. 3 Horseshoes	Y	27 July 2021	Not required				
22 June 2021	212425	P	New manure store Great Hegdon farm	PA				PA refused application required		
12 May 2021	211915 /6	LC	Enclose existing utility/woodshed	Y	22 June 2021	8 July 2021				
7 May 2021	211839	P	Replacement dwelling at Grendon Court	Y	22 June 2021	8 July 2021	29 June 2021	Approved with conditions		
7 Apr 2021	211403	P	2 storey & porch to 17 Springfield	Y	25 May 2021	4 June 2021	None	Approved with conditions		
15 Apr 2021	210714	LC	New agricultural building at Mill farm	PA	27 Apr 2021	N/A	None	Consent required		
14 Apr 2021	210874	B&W	Self-build retirement home	Y	27 April 2021	11 May 2021	None	Refused		
26 Mar 2021	210137	P	2 storey extn. To 1 Wakefield	Y	27 Apr 2021	28 Apr 2021	28 Apr 2021	Approved with conditions		
24 Feb 2021	210212	P	Pencombe School Retention of mobile classroom	Y	23 Feb 2021	24 Feb 2021	24 Feb 2021	Approved With conditions		
3 Feb 2021	210234	P	Non-material amendment to 203160	Y	N/A	N/A	N/A	Approved		
22 Jan 2021	210617	P	Approval of details reserved by conditions	Y	N/A	N/A	N/A	Approved		
8 Sept 2020	202962	LC	Land at the Three Horseshoes Certificate of Lawfulness	Y	26 Jan 2021	N/A	28 Jan 2021	Refused		
27 Oct 2020	202626	P	Change of use The Coach House,	Y	24 Nov 2020	26 Nov 2020	2 Dec 2020	Approved with conditions		
13 Oct 2020	203160	P	Replacement dwelling	Y	27 Oct 2020	16 Nov 2020	03 Nov 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
8 July 2020	202168	P	Replacement dwelling with detached triple carport and games room over	Y	25 Aug 2020	27 Aug 2020	26 Aug 2020	Refused		
28 Jan 2020	194295	P	Change of use The Coach House, Mr & Mrs Drew	Y	25 Feb 2020	N/A	N/A	Withdrawn		
27 Jan 2020	P200258	P	Agricultural building, Hennerwood Farm	Y	25 Feb 2020	5 March 2020	None	Approved with conditions		