

PENCOMBE GROUP PARISH COUNCIL

MEETING PAPERS

for

TUESDAY 24th AUGUST 2021

Table of Contents

AGENDA	3
Minutes of the Meeting of Pencombe Group Parish Council	5
Report from the Responsible Finance Officer	11
Income & Expenditure	13
Other Papers – Village Car Park – Lanyon Bowdler proposal	15
Other Papers – Village Car Park - Planning Consultants for Village Car Park	20
Other Papers – Village Car Park - Ecology Surveys	20
Other Papers – Village Car Park - Draft Budget for Village Car Park	21
FUNDING	21
PENCOMBE GROUP PC - PLANNING CASES	23

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

7.30pm Tuesday 24th August 2021

Pencombe & Little Cowarne Parish Hall

Allan Drew, Parish Clerk, 19th August 2021

AGENDA

92/21 *To receive: apologies for absence*

93/21 *To receive: Declarations of Interest and written requests for Dispensation*

94/21 *To receive and approve: the minutes of the ordinary meeting of 27th July 2021*

95/21 **Open session:**

95.1/21 *To receive: a verbal update from the Ward Councillor*

95.2/21 *To receive: queries or concerns by local residents on parish matters*

96/21 *To receive: an update on the Parish Hall*

97/21 *To receive: a report from the Responsible Finance Officer*

97.1/21 *To consider: granting delegated authority to the Clerk/RFO for car park and NDP related expenditure. (See page 11 of meeting papers)*

98/21 **Planning applications/decisions:**

98.1/21 *To comment on planning applications to be determined by Herefordshire Council- 212957 – Marsh Court Farm, Pencombe, Application for prior notification for proposed agricultural storage building to cover an existing manure store.*

98.2/21 *To note: planning permissions granted by Herefordshire Council-None*

98.3/21 *To note: planning permissions refused by Herefordshire Council-None*

99/21 **Lengthsman Scheme/Grass cutting:**

99.1/21 *To consider: work to be undertaken*

100/21 **Neighbourhood Development Plan**

a) *To receive: Update on grant application*

b) *To consider: HALC support and steering group launch event*

101/21 **Update on the provision of a car park for the Parish Hall**

a) *To consider: to appoint Council's legal representative*

b) *To receive: planning consultant quotations with a view to appointment*

c) *To receive: Ecological surveyor's quotation with a view to appointment*

102/21 *To discuss: refurbishment of Pencombe & Sparrington phone kiosks and management of Sparrington defibrillator*

103/21 **Matters for discussion at the next meeting**

Date of next meeting Tuesday 28th September 2021

**PENCOMBE GROUP PARISH COUNCIL
Minutes of the Meeting of Pencombe Group Parish Council
held on**

Tuesday 27th July 2021 7.30pm in Pencombe & Little Cowarne Parish Hall

Councillors Present;

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

**DRAFT:
Subject to
agreement**

In Attendance: Allan Drew (Parish Clerk)

Members of the Public: 4 residents attended

80/21 Apologies for absence

All Councillors were present

81/21 Declarations of interest and written requests for dispensation

Cllr. Hope declared an interest in item 90/21 – provision of a village car park. 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.

82/21 Draft minutes of the previous meeting on 22nd June 2021.

The minutes of the meeting of 22nd June 2021 were agreed and the Chairman will sign the draft minutes as a true record of the meeting.

83/21 Action Tracker.

The Clerk noted that all actions on the tracker had been completed with the exception of the longstanding item relating to the road surface at Hollybush Lane. In particular Council was pleased to note that the ditch clearing at Little Cowarne had been completed and thanks were extended to Cllr. Legge and Mr Walsh, the Parish Lengthsman for completing the work. The Clerk suggested that the Action Tracker had fulfilled its purpose since it was introduced some years ago and that Council could consider discontinuing this item. After some discussion Council resolved that the Action Tracker should be stopped with the proviso that it would be brought back if required.

84/21 Open Session

84.1/21 To receive an update from the Ward Councillor.

Cllr. Harrington was not present and no update was provided.

84.2/21 To receive queries or concerns from local residents.

The Clerk had received an email from Mr. Nicholson about providing a bin for dog waste. He summarised the email to the Council and said he would see what options are available for providing a bin in the village, including arrangements for emptying the waste. There was discussion about the location of the proposed bin. The bus shelter and next to the phone

box were considered possible sites. Little Cowarne was also considered as a possibility and Councillors undertook to speak to residents and see if the service would be useful.

85/21 To receive an update on the Parish Hall.

Mr. Mottram reported that tomorrow (28th July) is the date for the Hall AGM. All residents are welcome to attend. Grass cutting around the Hall would re-start in August. Mr Mottram stated that more Trustees would be helpful to the smooth, efficient running of the Hall.

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

The RFO reported that bank balances stand around £21,321 and HSBC £488. The RFO explained that the business rates for the cemetery came from the HSBC account and he would prefer not to disturb that arrangement until the payments ended in September 2021.

Payment (£13.17) had been received from Western Power for the wayleave.

Payments for Authorisation

The following payments were submitted for authorisation by Council.

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

Council resolved to make all the above payments including the slightly larger payment to A C Garden Services for the significant work around the Parish Hall

Other Finance .

The RFO reported that he had received acknowledgement that the Certificate of Exemption to the external auditor had been received. He was also in the process of submitting the VAT refund request for the previous financial year.

The RFO drew Council's attention to the income and expenditure results for the year to date. The forecast outturn on all lines remains the same as budget except for the defibrillators at Pencombe and Sparrington. The Pencombe defibrillator will soon require a new battery which costs £300. The Sparrington kiosk badly needs refurbishment so £100 has been included for the cost of paint assuming a working party can be established to carry out the work.

87/21 Planning

87.1/21 To consider the following applications to be determined by Herefordshire Council-

212215 Proposed open sided bedding store Durstone Farm, Pencombe.
Council felt that the site was sufficiently remote as not to be visible and was prepared to support the application. The Clerk would pass the comments to Herefordshire Planning.

212688 Certificate of lawfulness land adj. 3 Horseshoes.

Council could not understand why a certificate of lawfulness would be required when no development had actually happened. There was speculation that perhaps the technical start (building the footings) was being referred to. Comments were not required and although the Clerk was happy to submit comments it was not clear on what grounds these could be made.

87.2/21 To note planning permissions granted by Herefordshire Council

None

87.3/21 To note planning refusals by Herefordshire Council

212425 New manure store Great Hegdon farm. Prior approval refused. Application through full planning consent required.

88/21 Lengthsman & Grass cutting

88.1/21 To consider work to be undertaken

Mr Mottram agreed that the grass banks outside the Parish Hall should be cut as part of the August cut.

There was discussion about the drainage around New House Farm with concern that the drain through New House Farm into the brook was blocked. There is a 9" pipe running under New House Farm yard which currently carries no water from the highway into the brook. Suggestions included using a mouse (radio sonde) to pinpoint the position of the blockage so limiting the amount of digging and re-instatement required. If this drain cannot be cleared then the only solution is a new drain down the highway to the village centre.

If such work is to be commissioned then the Financial Regulations will apply. The Clerk undertook to research the number of quotations required relative to the expenditure.

Post meeting note by the Clerk: Pencombe GPC financial regulations allow maintenance work on existing plant to be exempted from the multiple quotation process-

11.1.1. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that ***this regulation need not apply to contracts which relate to items:***

11.1.1.1. for the supply of gas, electricity, water, sewerage and telephone services;

11.1.1.2. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

11.1.1.3. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

Of course Council can decide that multiple quotations would be good practice and do not have to accept this exemption.

The Chairman informed Council that notwithstanding the above, there were some relatively simple actions which could be taken quickly-

- Removal of tree roots from the drain opposite the cottages
- Realignment of the dropped drain section just below the Wheelwrights (confirmed by previous camera investigation)

Council resolved that a site meeting should be held to discuss the scope of works and to enable the Lengthsman to quote for the work. The Clerk will organise.

Cllr. Hayes noted that the Ward Councillor had not yet responded to her emails regarding drainage from the school field.

88.2/21 To consider payment of invoices

There were no outstanding invoices for Lengthsman work

89/21 Update on NDP

The Clerk reported that he had submitted the grant application to Locality to cover the costs of creating the plan. He understood that the grant giving committee would examine the application the following day (28th July) and we would know the result shortly.

The next step is now to create a steering group which typically should include two Councillors. Cllrs Brazier and Legge volunteered to be part of the steering group. Residents would also be involved and Lynda Wilcox of HALC had volunteered to come to the inaugural meeting.

90/21 To receive an update on the provision of a Village Car Park.

Cllr. Hope withdrew for this item.

The Clerk reported that he had eventually commissioned Mr Barry Bufton to act as the Council's agent for the purchase. Mr Bufton had been in touch with McCartneys who are acting for the Hope family. Mr. Bufton had written to the Council outlining the responsibilities of both parties including that the Parish would cover the costs of both buyer and seller. Mr. Bufton had negotiated a price of £15,000 for the land in question (approx. 0.5 acre) which he strongly recommended to Council as a very reasonable price.

Cllr. Hadley raised the issue of the final total cost for providing the car park to ensure that the project is affordable and there was general agreement that a budget was required as soon as possible.

The Clerk will make enquiries and find a solicitor who can handle the purchase for Council.

It was likely that a planning consultant would also be necessary and the Clerk would undertake that as well.

Cllr. Legge raised the matter of the restoration of the Little Cowarne phone box, which will become a library. He requested that the Parish Council make a donation to the project to help cover the cost of replacement glass which was quoted at £215 + carriage + VAT. Council agreed that a donation would be made to cover the cost of the glass.

91/21 Matters for discussion at the next meeting.

Cllr. Legge raised the issue of road closures just to fill in small potholes. He had had recent experience on the Bromyard Road during BB pothole fixing. This would probably best be handled through a discussion with Ward Councillor Harrington who would probably attend the next meeting.

The date of the next meeting is 24th August 2021

There being no further business the Chairman closed the meeting at 8.55pm.

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

Dated



Report from the Responsible Finance Officer August 2021

Bank Balances

Bank balances on 21/8/2021 were as follows-

- HSBC Community Account: £488.42
- HSBC Business Money Manager Account: £0
- Unity Trust current account £20393.22

Payments made since last meeting.

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
3	HMRC	£225.40	PAYE
4	Autela	£43.50+VAT	Payroll

Payments received since last meeting.

None

Payments for Authorisation

No.	Name	Amount £	Details
1	A M Drew	£300.63	Clerk's August salary
2	M A Walsh & Sons	£140+VAT	Lengthsman (Little Cowarne ditching)
5	X2 Connect Ltd	£250+VAT	Kiosk glass for Little Cowarne
6	A M Drew	£112.80+VAT	Refund for annual renewal of Clerk's software

Other Finance

Agenda item 97.1/21 To consider: granting delegated authority to the Clerk/RFO for car park and NDP related expenditure

Council wish to make rapid progress on these two important Parish projects. Presently there is considerable commissioning work to complete mainly engaging professional services at relatively little cost. Current examples include engaging a solicitor to act for Council on the car park and ecological surveys for the associated planning consent.

NDP related expenditure will also take place shortly such as printing flyers and other publicity material for the steering group events.

The normal rules for such expenditure is authorisation at the monthly meeting but this is a somewhat slow process for making decisions of a minor nature which are critical to progressing the projects. The RFO suggests the following for Council consideration-

- In matters relating only to the village car park and the NDP the Clerk has delegated authority to agree expenditure up to £1000.
- The Clerk will discuss these payments with the Chairman and Vice Chairman before committing the Council to expense.
- Any expenditure over £1000 will be agreed at the monthly meeting as present.
- Any expenditure using this delegated power on the NDP and car park will be presented to Council at the normal monthly meeting for authorisation of payment.

The legal basis of the delegation is contained in the following provisions of the Local Government Act 1972:

“S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act,

a local authority may arrange for the discharge of any of their functions:

- (a) by a Committee, a sub-committee or an officer of the authority, or*
- (b) by any other local authority*

Council is invited to agree the above delegated power for the duration of the NDP and village car park projects.

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)

Other Papers – Village Car Park – Lanyon Bowdler proposal



Your Ref:
Our Ref:
Date: 6 August 2021

Mr A Drew
Clerk to Pencombe Group Parish Council
The Coach House
Pencombe
BROMYARD
Herefordshire
HR7 4RL

Dear Mr Drew

Purchase of 0.5 acres or thereabouts of land at Mill Farm Pencombe

Thank you for your instructions regarding your purchase of 0.5 acres or thereabouts of land at Mill Farm Pencombe for the purchase price of £15,000. We understand that the property is currently agricultural land and that you intend to use it as a private car park to serve Pencombe Village Hall.

References in this letter and the enclosed documents to you/yours means Pencombe Group Parish Council.

We would like to address, in clear and simple terms, the following questions that you are likely to have:

- a What are you going to do?
- b What aren't you going to do?
- c Who is going to do it?
- d When will it be done by?
- e How much is it going to cost?

In relation to our costs, we have a philosophy of 'no surprises'; and as far as practicable, we also endeavour to provide pricing choice. This recognises the fact clients have different priorities, and that even the same client can have different pricing priorities on different matters.

To this end, we now **enclose** for your consideration:

- 1 A Work Schedule that answers the above questions in clear and straightforward terms.
- 2 A Pricing Proposal that we invite you to review and from which to select the pricing option that represents the best fit for you.

Once you have had an opportunity to review the **enclosed** material, please give me a call or drop me an email. I will be happy to answer any questions or provide clarification.

The Business Quarter, Eco Park Road, Ludlow SY8 1FD
J1584 872333 F: 01584 876459 DX: 26883 Ludlow 1 W: www.lblaw.co.uk E: info@lblaw.co.uk

Offices at: Shrewsbury, Bromyard, Conwy, Hereford, Ludlow, Oswestry and Telford.

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Once you have chosen a pricing option and confirmed you wish to engage our services you will be deemed to have accepted our terms and conditions of business as **enclosed**. We therefore encourage you to consider them carefully before confirming our engagement. Please note that this pricing quotation is valid for acceptance within seven days from the date of this letter.

Once these details are settled and agreed, we will send out confirmation of our engagement and get on with the work.

Identification

In order to comply with the Money Laundering Regulations 2007 (which expect us to confirm both identify and address of our clients) can you please let us have two forms of appropriate identification documents for each of the councillors who are authorised by you to execute/sign documents on your behalf. Please refer to the **enclosed** Customer Due Diligence Form which details our requirements.

Please note – we cannot commence work on your matter until we have received the required documentation and verified your name and address. It is therefore important that we receive the information requested as promptly as possible.

Cancellation and commencement of work

In certain circumstances you may have the right to cancel your agreement with us within a 14 day cancellation period in accordance with the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (see paragraph 9 of the attached Terms and Conditions). Under those Regulations we are not permitted to start to provide services to you within the cancellation period unless you ask us to in writing - by letter, fax or email. We cannot start work for you, therefore, until we have received such confirmation. You can use the 'Authority to Commence Work' which you will find at the end of the Terms and Conditions.

Finally, in order to confirm your formal instructions, please sign and return the **enclosed** Acceptance and Confirmation of Instructions, together with the 'Authority to Commence Work' and your payment of £700 for monies on account of property search fees.

We look forward to hearing from you.

Yours sincerely



Susan Grazier
for Lanyon Bowdler
T: 01584 871735
E: susan.grazier@lblaw.co.uk

Enc
Work Schedule
Pricing Proposal
Terms and Conditions of Business
Acceptance and Confirmation of Instructions
Customer Due Diligence ID Form
GDPR Privacy Notice re Clients



WORK SCHEDULE

Person with day to day responsibility for the matter:	Name: Susan Grazier Status: Associate Solicitor Phone: 01584 871735 Email: susan.grazier@lblaw.co.uk
Person (if different) responsible for the overall supervision of the matter:	Name: Praveen Chaudhari Status: Partner, Solicitor and Head of Department Phone: 01952 211004 Email: praveen.chaudhari@lblaw.co.uk
Client:	Name: Pencombe Group Parish Council Address: The Coach House Pencombe BROMYARD Herefordshire HR7 4RL Phone: 01885 400712 Email: clerk@pencombegrouppc.org.uk
Description of instruction:	Purchase of 0.5 acres or thereabouts of land at Mill Farm Pencombe
Summary of work required:	<ol style="list-style-type: none"> 1 Obtaining instructions from you on the terms of the transaction, your aims and any timescale; 2 Obtaining and reviewing draft contract and title documents with regard to the property and the title; 3 Raising pre-contract enquiries; approving or amending the contract; 4 Checking replies to enquiries and if necessary raising supplemental enquiries; 5 Submitting preliminary searches; 6 Liaising with you on replies to enquiries, amendments to contract and search results; 7 Settling the form of contract and transfer with the seller's solicitor; 8 Preparing draft transfer deed and obtaining the seller's solicitor's approval to the draft; 9 Reporting to you on the terms of the contract and transfer and obtaining your execution of them; 10 Exchanging contracts; 11 Preparing completion statement and obtaining from you any balance of purchase monies; 12 Carrying out pre-completion searches; 13 Completing your purchase; 14 Registering your title at the Land Registry; 15 Checking new title information document and copying this to you.
Timetable for work:	<p>Steps 1 - 3 within one week. Steps 4 - 10 we will update you. Steps 11 - 13 in accordance with the contract completion date. Step 14 within one week of completion. Step 15 in accordance with Land Registry timescale.</p> <p>Estimated completion date – six to eight weeks from your instructions to proceed.</p> <p>Note:</p> <ul style="list-style-type: none"> • Estimated timeframes run from the later of when we receive your instructions to proceed or receipt of title documents. • These timeframes are our best estimates only as there are many aspects of this matter over which we have little or no control.
Fees:	See attached Pricing Proposal. Bank transfer fee: £30 plus VAT per CHAPS transfer Our fees will carry a charge for VAT of 20%.
Estimated	Land Charges Act 1972 search fees: £2 plus VAT per name



WORK SCHEDULE

<p>Disbursements: (plus VAT as applicable)</p>	<p>Land Registry document fees: £3 plus VAT per document Property search fees: £700 Pre-completion priority searches: £3 plus VAT per title number Land Registry registration fee: £40 Bank transfer fee: £30 plus VAT per CHAPS transfer</p>
<p>Assumptions:</p>	<p>It is important for you to appreciate that the information provided above is based on a number of assumptions, including:</p> <ol style="list-style-type: none"> 1 We receive contract and title documents promptly from the seller's solicitor; 2 You or the seller provides a suitable plan, which complies with Land Registry requirements; 3 You will enlist for us the support of your other professional advisers where required; 4 The seller is advised competently and instructs its solicitor on the same timescales as set out above; 5 You have available finance for the purchase and do not intend to grant any legal charge over the property; 6 There are no more than two sets of amendments to the draft contract and no more than two sets of amendments to the draft transfer deed before they are agreed; 7 You have or will obtain planning permission for change of use of the property; 8 The property is in good order, with good and marketable title. <p>If any of these key assumptions are incorrect or change over time, we will need to provide you with a revised scope of work, revised timetable and revised fee estimate.</p>
<p>Exclusions:</p>	<p>Despite our efforts to ensure that our role is clear, clients sometimes make incorrect assumptions about what we are and are not going to do for them. To help avoid any such misunderstanding, we bring to your attention the fact that the above fee estimate does not include advice on any of the following:</p> <ol style="list-style-type: none"> 1 Capital gains tax, capital allowances, inheritance tax, VAT or other tax issues; 2 Asset valuation or survey advice; 3 Preparation of plans; 4 Planning advice or preparation of planning applications; 5 Advice about planning agreements; 6 Advice on any environmental issues arising out of the environmental search; 7 Additional work in perfecting title to the property; 8 Anything else not specifically identified in the 'Summary of Work Required'. <p>If applicable, we may price these and any other requirements separately for you. However, if we agree to undertake any work which is not set out in the Summary of Work, in the absence of any different agreed arrangement in respect of pricing, this shall be charged at £270 plus VAT (a total of £324) per hour. (For the avoidance of doubt, no such additional work will be carried out without your express direction, and we will, to the extent reasonably practicable, provide estimates in respect of the cost of any additional work before undertaking it.)</p> <p>When necessary, we will, in consultation with you obtain such additional advice as is required from appropriately qualified third parties.</p>
<p>Terms of business:</p>	<p>All of the work that we do is subject to the Terms of Business that accompanied our letter of 06 August 2021 – although in the event of any conflict between that document and this or any subsequent Work Schedule or other pricing document, the terms set out in the applicable Work Schedule or pricing document will prevail.</p> <p>We refer you specifically to the following important Terms of Business:</p> <p>Para 9 - Cancellation Rights Para 19 - Money we hold for you Para 33 - Limitation of Liability – our liability to you is limited to £25,000,000</p>
<p>Questions:</p>	<p>Your involvement in this process is critical and we encourage you to take an active part in it. If any of the information set out above is not clear or you think it is incorrect, please be sure to raise this or any other questions or concerns you have with us immediately.</p>

ACCEPTANCE AND CONFIRMATION OF INSTRUCTIONS

Re: Purchase of 0.5 acres or thereabouts of land at Mill Farm Pencombe

We acknowledge receipt of your Pricing Proposal/Letter dated 06 August 2021 and confirm our instructions for you to act on our behalf in connection with the above and also confirm that we wish to proceed in accordance with the fees and terms contained in your proposal/letter:

The Headline Hourly Rate option:
estimated at £810 to £1,350 plus VAT and disbursements (based on a rate of £270 per hour plus VAT); or

The Fixed Fee option:
of £1,450 plus VAT and disbursements.

Urgency uplift of 25%

(Please tick your chosen option(s))

Signed } _____ Dated: _____ 2021

 _____ *(Print name)*

Signed } _____ Dated: _____ 2021

 _____ *(Print name)*

Please sign and return to Lanyon Bowdler together with:

- Appropriate identification documents
- Signed Authority to Commence Work (if applicable)
- Your payment of £700 on account

Other Papers – Village Car Park - Planning Consultants for Village Car Park

Requirements-

To deliver/project manage all aspects required for submitting a valid planning application.

Work schedule – as laid out in pre-application advice as received from Herefordshire Council planning department and presented to Councillors at the May 2021 meeting.

Six planning consultancies have been contacted and to date two have responded with interest in the village car park project.

Berrys (Hereford) PJ Triplow, Senior planning consultant. I have spoken with PJ for about 30 minutes and he has confirmed his practice can handle all our needs. He has given me a budgetary quote (subject to confirmation) of about £6000+VAT to get us to a valid planning application. This quote does not include items that his practice does not handle-

Ecology assessments

Hedgerows Regulations

Percolation testing (recommended)

But he can arrange these specialists for us and his price includes project management of these specialists, but not the fee they would charge.

Coloini + Lane (Wythall, Birmingham) Jonathon Lane Director. I have sent Mr Lane our pre-app advice. He believes his consultancy can take on the project and he will send me further details in the next week.

The remaining four consultancies have not responded so far.

Other Papers – Village Car Park - Ecology Surveys

These surveys are a small but important part of the planning application. Following a reference from Cllr. Barrett the Clerk contacted Cotswold Wild Life Surveys Ltd and received a quotation for these aspects of the application of £550+VAT

Other Papers – Village Car Park - Draft Budget for Village Car Park

VILLAGE CAR PARK BUDGET				
	ITEM	EX-VAT PRICE	VAT	TOTAL
LAND				
	Land purchase	15000		15000
	Legal fees for purchase			
	Mr Hope	1000	200	1200
	Parish Council	1000	200	1200
PLANNING				
	Planning costs	6000	1200	7200
	Ecology surveys	550	110	660
	Hydrology surveys	250	50	300
CONSTRUCTION				
	Access roadway	2000	400	2400
	Internal roadways	1000	200	1200
	Matting	5000	1000	6000
SECURITY				
	Entrance gate/poll	750	150	900
	Exit gate	500	100	600
	Fencing	5000	1000	6000
BOUNDARIES				
	Planting (North)	500	100	600
	Planting (West)	500	100	600
	Planting (East)	500	100	600
		39550	4910	44460

FUNDING

At approximately £40,000 this project is too large for the Parish Council to fund directly. A number of options are available-

- Funding from Public Works Loan Board
- Grant from Council reserves
- Donations from bodies who will benefit
- Fund raising in the community

Council could consider setting up a working group of interested parties to agree the best way forward



Pencombe Group
Parish Council

Pencombe Group Parish Council Other Papers

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 July 2021	212957	P	Marsh Court farm prior notification for proposed agricultural storage building to cover an existing manure store.	N	24 August 2021	N/A	N/A	Prior approval not required		
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		

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 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		
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	P20025 8	P	Agricultural building, Hennerwood Farm	Y	25 Feb 2020	5 March 2020	None	Approved with conditions		