

PENCOMBE GROUP PARISH COUNCIL

MEETING PAPERS

for

TUESDAY 28th SEPTEMBER 2021

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

7.30pm Tuesday 28th September 2021

Pencombe & Little Cowarne Parish Hall

Allan Drew, Parish Clerk, 23rd September 2021

AGENDA

104/21 To receive: apologies for absence

105/21 To receive: Declarations of Interest and written requests for Dispensation

106/21 To receive and approve: the minutes of the ordinary meeting of 24th August 2021

107/21 Open session:

107.1/21 To receive: a verbal update from the Ward Councillor

107.2/21 To receive: queries or concerns by local residents on parish matters

108/21 To receive: an update on the Parish Hall

109/21 To receive: a report from the Responsible Finance Officer

109.1/21 To consider: payments for authorisation

110/21 Planning applications/decisions:

110.1/21 To comment on planning applications to be determined by Herefordshire Council-.213184 Gt. Hegdon Farm; erection of a covered manure store.

110.2/21 To note: planning permissions granted by Herefordshire Council-
211915/6 The Cartshed; enclosure of a woodstore to create a home office App. w. conditions
212215 Durstone Farm. Proposed bedding store. App. with conditions

110.3/21 To note: planning permissions refused by Herefordshire Council-None

111/21 Lengthsman Scheme/Grass cutting:

111.1/21 To consider: work to be undertaken

112/21 Neighbourhood Development Plan

a) To receive: Update on grant application

b) To receive: Update on steering group launch event

113/21 Update on the provision of a car park for the Village Hall

a) To receive: planning consultant verbal update (via ZOOM) with a view to appointment

114/21 To discuss and agree: adoption of the New LGA Code of Conduct 2020

115/21 Matters for discussion at the next meeting

Date of next meeting Tuesday 26th October 2021

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

Tuesday 24th August 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

**DRAFT:
Subject to
agreement**

In Attendance: Allan Drew (Parish Clerk)

Members of the Public: 9 residents attended

92/21 Apologies for absence

Apologies were received from Cllr. Hope

93/21 Declarations of interest and written requests for dispensation

No Declarations of Interest had been received so there were no requests for a dispensation.

94/21 Draft minutes of the previous meeting on 27th July 2021.

The minutes of the meeting of 27th July 2021 were agreed and the Chairman will sign the draft minutes as a true record of the meeting.

95/21 Open Session

95.1/21 To receive an update from the Ward Councillor.

Cllr. Harrington reported that COVID cases were rising steadily with the most recent count being around 300 cases /100,000 residents. However, in the younger age groups (18 years and under) the rate is 1000 cases/100k residents. This high level is not translating into hospital admissions. There has been one outbreak in a nursing home but due to the vaccinations there have been no deaths. Vigilance remains necessary and messaging is focussed on younger people not passing the disease on.

Following Government initiative bus companies are starting to work in partnerships with local authorities and Herefordshire is aiming to create a plan for integrated bus networks by October.

The Lengthsman funding scheme is progressing with £250k funding available shortly. Another initiative is £250k/annum for 5 years to fund the other Lengthsman work. This will be matched funding. There will also be a small base amount for every registered scheme. It is hoped that these schemes will be launched within the next 6 weeks.

There is support for those affected by the problems with Afghanistan, and also for Afghan refugees.

Cllr. Harrington had checked the bad road surface in Little Cowarne and agreed action was necessary – he would discuss with BB. He would also see what could be done about the visibility splays at the Ullingswick junction.

Two Hoots had another month (end of September) to comply with the enforcement notice, after which action would be taken if they had not reverted to their 2013 planning consent conditions.

Cllr. Barrett raised the issue of drainage at Pencombe school which Cllr. Harrington had investigated. He had requested that BB and officers speak to the Diocese about progressing this issue and an update was expected shortly.

Cllr. Legge raised the issue of fly tipping (cannabis remains) at Shortwood and Cllr. Harrington undertook to contact Environmental Health to progress the matter.

The Chairman reminded the meeting that Cllr. Harrington would hold a surgery in the Parish Hall this coming Saturday 28th August at 11am for any resident that wished to raise issues or concerns.

95.2/21 To receive queries or concerns from local residents.

None were received

96/21 To receive an update on the Parish Hall.

Mr. Mottram reported that bookings for the Hall were starting to rise after the COVID shutdown. The Hall website has the diary. The grass cutting has been done by A C Garden Services who would be making some suggestions to Council about the best cutting program for the Hall's needs.

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

The RFO reported that bank balances stand at-
Unity Trust £20393
HSBC £488. .

Payments as authorised at the July meeting had all been made-

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

Council resolved to make all the above payments including an invoice for £310 just received from A C Garden Services for the August cut around the Parish Hall.

- 97.1/21 Delegated authority to the Clerk for car park and NDP related expenditure.**
The Clerk explained the legal basis for delegating authority under the Local Government Act 1972 s.101 for the purposes of expenditure up to £1000 for publicity and other small items which benefited from quick decision taking. The Clerk undertook to discuss any such purchases with the Chairman/vice-Chairman before progressing. Council resolved to delegate such authority to the Clerk.
- 98/21 Planning**
98.1/21 To consider the following applications to be determined by Herefordshire Council-
212957 Marsh Court farm prior notification for proposed agricultural storage building to cover an existing manure store. Comments are not required.
- 98.2/21 To note planning permissions granted by Herefordshire Council**
None
- 98.3/21 To note planning refusals by Herefordshire Council**
None
- 99/21 Lengthsman & Grass cutting**
99.1/21 To consider work to be undertaken
Cllrs. Legge, Brazier and the Clerk had surveyed a 300m of road from Pencombe village centre up to New House Farm. The current drain is blocked but is also considered too small (6") to carry the water if the drain running under the yard at New House Farm cannot be repaired. The only option would be a new, larger drain. The Lengthsman was present at the meeting and undertook to price the work.
- The issue of dog waste was discussed since it was a Lengthsman item (installing a bin) and the Clerk reported he had found a contractor who offered a dog waste disposal service for

£15.50+VAT per bin per fortnight. Council thought this too expensive especially since Cllr. Harrington clarified that dog waste could be placed in Council black household bins and emptied on the normal waste collection service. Mr Nicholson who had raised the point initially also felt that the price was high and alternatives should be sought.

Cllr. Harrington described the steps taken in Wirral to employ undercover enforcement officers who have to be present when a dog fouling offence is committed.

Mrs Wilcox added that Little Cowarne would benefit from erecting some dog fouling notices and it was agreed that some notices would be erected in Little Cowarne.

100/21 **Neighbourhood Development Plan**

(a) The Clerk reported that the grant had had been dispatched by Locality and was expected in the bank within a few days. The grant amount is £9550.

(b) The Clerk also reported that he had received an offer from Lynda Wilcox to run an inaugural steering group meeting either on the 14th or 21st September. Mr Mottram noted the Hall was booked for the 21st so the only available date is the 14th. Council felt that the 14th was too close so the Clerk undertook to contact Lynda for alternative dates.

101/21 **To receive an update on the provision of a Village Car Park.**

(a) The Clerk noted the verbal agreement with Cllr. Hope to purchase the half acre of land for £15000. The next step is to appoint a solicitor to act for the Council. The Clerk had received a quotation from Lanyon Bowdler based in Bromyard to act for Council in this matter. Several pricing options were available based around either a fixed price or an hourly rate price-

Fixed price	£1450+VAT+disbursements
Hourly rate	£810-£1350+VAT+disbursements

After some discussion Council concluded that the fixed price model was the more prudent option and it was resolved to engage Lanyon Bowdler on their fixed price quotation. Council resolved that the Clerk could make the engagement payment of £700 to Lanyon Bowdler.

(b) The Clerk reported he had approached six planning consultancies to commission support for the planning application. Two had responded, one of which, Berrys in Hereford, had shown considerable interest in the project. He had had a phone call with Berrys senior planner, PJ Triplow who would now prepare a quotation for planning support based on that conversation. The quotation from Berrys is awaited.

(c) The Clerk had created an outline budget for the project and initial estimates are in the region of £40,000+VAT. This level of expenditure is beyond Parish means and although funds from donations and reserves could be expected it seemed inevitable that a loan, probably from the Public Works Loan Board would be required. To progress such a loan there had to be clear evidence of resident support for the project, typically through a public meeting.

102/21 **Refurbishment of telephone kiosks at Pencombe and Sparrington and management of the Sparrington defibrillator.**

There was some debate about the ownership of the three kiosk no.6s in the Parishes and the consensus was that-

- Sparrington was owned by Community Heartbeat Trust (who have no objection to residents restoring the kiosk)
- Little Cowarne is owned by the Council who purchased it from BT in 2018
- Pencombe ownership is unclear mainly because there is a working cardphone installed. The Clerk will investigate further.

It was agreed that the recently restored kiosk in Little Cowarne should be added to the Council insurance.

103/21 Matters for discussion at the next meeting.

The Clerk raised the matter of the new Code of Conduct which is being adopted around the County. This is the LGA New model Code of Conduct 2020 and he recommended that Council should discuss the new Code and adopt it at its next meeting.

The date of the next meeting is 28th September 2021

There being no further business the Chairman closed the meeting at 8.50pm.

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

Dated



Report from the Responsible Finance Officer September 2021

Bank Balances

Bank balances on 24/9/2021 were as follows-

- HSBC Community Account: £488.42
- HSBC Business Money Manager Account: £0
- Unity Trust current account £35679.90

Payments made since last meeting.

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)
3	X2 Connect Ltd	£250+VAT	Kiosk glass for Little Cowarne
4	A M Drew	£112.80+VAT	Refund for annual renewal of Clerk's software
5	A C Garden Services	£310.00	August grass cut

Payments received since last meeting.

£9555 NDP Grant from Locality (To be held in reserves against NDP invoices only)
£6937.50 Second half of annual precept

Payments for Authorisation

No.	Name	Amount £	Details
1	A M Drew	£300.83	Clerk's September salary
2	HMRC PAYE	£225.40	2 nd quarter 2021-22
3	Lanyon Bowdler	£700.00	Payment on account
4	HFSP Council	£42.49+VAT	Laser printer cartridge (Costs shared with HFSP)

Other Finance

Sparrington kiosk.

Following discussion at the last meeting regarding the refurbishment of kiosks the RFO applied for a Lottery grant to cover some of the costs of refurbishing the Sparrington kiosk. Unfortunately, this application has been declined by the Lottery.

Proposal letter from Berrys Planning Consultants

BERRYS

Shiretown House,
41-43 Broad Street,
Hereford,
Herefordshire,
HR4 9AR

Mr A Drew
Pencombe Parish Council
The Coach House
Pencombe
Bromyard
Herefordshire
HR7 4RL

27th August 2021
Ref: HQ22756

Dear Allan,

Proposed Village Car Park in Pencombe

Thank you for inviting us to quote for the provision of planning and design services for this project. This letter, with its associated attachments, sets out the work that Berrys will undertake on your behalf, the job manager who will deliver the work, our proposed fee structure, and our invoicing arrangements.

Background to Project

Pencombe Parish Council wishes to provide a car park to help alleviate parking issues in the village. A suitable plot has been found to the east of the parish hall, but the Council would like to secure planning consent before purchasing the land.

The car park will have around 30 spaces and will be accessed from an existing farm access to the west. The surface will be permeable and the existing boundary hedge will be retained.

Herefordshire Council provided pre-application advice to the Parish Council in September 2020. This scope of works is made on the basis of the application requirements set out in that advice.

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Scope of works

Stage One: Topographic Survey

We shall carry out a topographic survey of your site suitable to support the design and construction of the proposed car park. Levels and orientation will be to Ordnance Survey Newlyn Datum and the output survey will be provided in 2D and 3D CAD formats, so can be used for the life of the project.

Appropriate control stations will be established in fixed positions on site. The survey will include spot levels at nominal 10m intervals, plus slopes and banks. Prominent trees and any other fixed features or structures will be surveyed.

Our fee for undertaking this work will be fixed at **£750 + VAT** and disbursements as set out within this letter.

Stage Two: Car Park Design

We shall prepare a detailed design of the car park which will be suitable for supporting a planning application, a tender or quotation process and construction on site. This will include the design of all site levels, finished surfaces, road markings and supporting drainage 'SuDS' infrastructure (which may be as simple as providing a permeable surface). It will also include a detailed drawing of the proposed access showing sightlines onto the access track. We are of the view that a separate highways report should not be required for the development.

On-site infiltration tests will be required to inform the design of the SuDS infrastructure / permeable surface. These will need to be carried out in accordance with BRE Digest 365 by a specialist contractor and this work is excluded from our quote. We can obtain quotes for this work on your behalf. If the ground is found not to be suitable to support a permeable surface, we shall design a system of below-ground attenuation with an outfall to a nearby drain or watercourse. Any SuDS features will be designed in accordance with local Herefordshire requirements and Ciria C753: The SuDS Manual.

The design package will include all relevant drawings, calculations and construction details.

Our fee for undertaking this work will be fixed at **£1,500 + VAT** and disbursements as set out within this letter.

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CDM Regulations

We would like to draw your attention to your duties as a client under the Construction and Design Management (CDM) Regulations 2015. To this end, we attach a copy of the HSE guidance note for clients for your convenience. If more than one contractor (organisation) is likely to be working on site, then we draw your attention to the need to appoint a Principal Designer and a Principal Contractor at the appropriate stages of the project to plan and manage the work. Berrys can carry out the role of Principal Designer and we would be pleased to provide a quotation for this service if you require. For the purposes of this commission, if our quote is accepted, you agree that Berrys will be appointed as a Designer under the regulations unless instructed otherwise.

Stage Three: Full Planning Application

We shall prepare a full planning application for the car park we have designed. Work will comprise:

- Supporting planning statement
- Application forms and submission of application
- Co-ordination of specialist consultants and management of project

The supporting planning statement provides an all-in-one source of information for the case officer. It describes the development, makes a case for why it is needed, explains how it meets planning policy and (most importantly in this case) summarises the various supporting plans, surveys and specialist inputs.

Our fee for undertaking this work will be fixed at **£3,500 + VAT** and disbursements as set out within this letter.

Stage Four: Following the Planning Application

Once we have submitted the application, we shall work with the planning authority to bring about the best possible outcome. We shall not know the exact mix of tasks until we get there, but they could include:

- Monitoring application responses
- Holding discussions with the case officer and with consultees
- Writing formal responses to officer and consultee comments
- Amending drawings, reports and statements
- Preparing for and attending a planning committee meeting

At this point in time, it is not possible to quantify the volume of work needed to deliver Stage Four, as it will depend on the level of involvement required. Our fee

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for undertaking this work will, therefore, be charged on a time-spent basis according to the schedule of hourly rates set out below.

Hourly Rates

Where Berrys' fees are to be charged by the hour, invoices will be issued in accordance with the schedule of hourly rates detailed below, and with reference to the hours recorded on our time-recording system. All our fees are subject to VAT, at the current standard rate, plus expenses incurred.

Planning Partner	£150 + VAT
Senior Planner	£100 + VAT
Planning Consultant	£75 + VAT
Principal Engineer	£85 + VAT
Assistant Engineer	£60 + VAT
Land Surveyor	£60 + VAT

Invoicing

We shall issue invoices on a monthly basis, which will be payable 21 days after issue. Should you have any questions or queries regarding our invoice, please contact us not less than five days before the invoice is due to be paid. The planning application will be submitted once our invoices for Stages One, Two and Three have been paid in full.

Notes and Exclusions

The fees and rates shown are exclusive of VAT, disbursements and mileage, which will be charged as incurred. We shall also charge a contribution towards our non-attributable overheads (printing, IT etc.), which will be £40 or 2.5% of our fees, whichever is the higher.

Our fee quote assumes one round of changes to each document or set of drawings issued. Further changes will be charged at the hourly rates set out above.

For the avoidance of doubt, the following items are not included in our quote.

- Any fees payable to statutory authorities
- Any legal costs
- Community Infrastructure Levy charges

Job Manager

PJ Triplow, Senior Planner, will be responsible for managing the project. He will be supported by Owen Fry, Planning Consultant and by Richard Harman, Senior

BERRYS

Engineer. The person in the company with overall responsibility for planning is Stuart Thomas, who is a Chartered Town Planner and Partner in the firm.

We always aim to ensure continuity of staff. However, if a change of consultant cannot be avoided, we shall notify you as to why the change has occurred and who will be handling the project.

Terms of Business

The terms upon which we shall be acting for you are contained in the document, *Berrys Principal Terms and Conditions of Business*, which is attached.

I would ask that you read these documents carefully. They contain important information about our respective obligations. Where there is a conflict between the terms in this letter and the *Principal Terms and Conditions of Business* attached, this letter shall prevail. Please retain a copy of this letter for your records.

To commission us, please respond by email, stating clearly that you agree with the fees and terms shown.

Should you have any questions at all, please do not hesitate to contact me. We look forward to your formal instruction in due course.

Yours sincerely,



PJ Triplow BA (Hons)
for and on behalf of Berrys
pj.triplow@berrys.uk.com
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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
	213184	P	Gt. Hegdon Farm Proposed dry manure store	Y	28 Sept 2021	4 October 2021				
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	20 August 2021	Approved with conditions		
6 July 2021	212688	LC	Certificate of lawfulness land adj. 3 Horseshoes	Y	27 July 2021	Not required	20 August 2021			
22 June 2021	212425	P	New manure store Great Hegdon farm	PA			N/A	PA refused application required		
12 May 2021	211915 /6	LC	Enclose existing utility/woodshed	Y	22 June 2021	8 July 2021	N/A	Approved with conditions		
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	P200258	P	Agricultural building, Hennerwood Farm	Y	25 Feb 2020	5 March 2020	None	Approved with conditions		