
PENCOMBE GROUP PARISH COUNCIL

Minutes of the Ordinary Meeting of Pencombe Group Council held on Tuesday 23rd 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 26th January 2021.

The minutes of the meeting of 26th 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.

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.

1. 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

2. 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	FSP Group Parish Council	£48.00	50% contribution to ZOOM

3. Payments for authorisation.

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

4. 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 23rd March 2021, at 7.30pm

The meeting closed at 8.30pm

Signed  Chairman of the Parish Council

Dated 23rd March 2021