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

**Tuesday 27<sup>th</sup> 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

**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 22<sup>nd</sup> June 2021.**

The minutes of the meeting of 22<sup>nd</sup> 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 (28<sup>th</sup> 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.

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 (28<sup>th</sup> July) and we would know the result shortly.

The first 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 and 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 24<sup>th</sup> August 2021

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

Signed 

**Chairman of the Parish Council**

**Dated 24<sup>th</sup> August 2021**