

PENCOMBE GROUP PARISH COUNCIL

**Approved Minutes of the Ordinary Meeting of Pencombe Group Council
held on
Tuesday 24th November 2020
Video meeting 7.30pm**

Councillors Present;

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

In Attendance:, Allan Drew (Parish Clerk)

Members of the Public: Andrew Mottram (Chair, Parish Hall), Susan Drew (Treasurer, Parish Hall).

65/20 Apologies for absence
All Councillors present

66/20 Declarations of interest and written requests for dispensation
None were received

67/20 Draft minutes of the previous meeting on 27th October 2020
The minutes of the meeting of 27th October 2020 were agreed and the Chairman signed the draft minutes as a true record of the meeting.

68/20 Action Tracker.

Lengthsman and ditch near Little Cowarne church. Cllr. Legge reported that he had spoken again with the owner of Upper House and it had been agreed that he would undertake the repairs to the fence. The owner was happy to proceed on that basis so the work can now be completed.

Funding of Lengthsman scheme for current year. Creation of draft plan deferred due to COVID-19 restrictions.

Unpaid invoice for ditching work at Sparrington Farm. The Chairman stated he had not yet been able to contact Mr. Thomas to resolve the matter. Action remains open.

Road deterioration at Hollybush Lane/A417 junction

- Road sweeping has been completed.
- Pothole repair is recorded on defect website but has no completion date scheduled as yet.
- Other repairs to drains were completed on 4 January 2021

69/20 Open session:

69.1/20 Cllr. Harrington was not present for the meeting but had circulated a report to all members. The key points in the report were-

- an update on COVID for Herefordshire where cases were rising sharply.
- Callum Bush of BBLP is now ready to meet with the chairman and Clerk to discuss speed limits/weight limits through Pencombe village. The Clerk has contacted Mr. Bush and a meeting or discussion will be arranged.

69.2/20 No matters were raised by residents

70 /20 **Parish Hall update**

The Parish Hall Chairman reported that the Hall was still closed pending the imminent end of lockdown. Another grant was expected as a result of the lockdown. Currently however, the only users are the school and post office.

The Treasurer reported that grant would be most helpful and she estimated it would be about £1300. The grant would enable the Hall to continue to function and remain debt free.

71/20 **Finance** – to receive an update.

71.1/20 **Bank balances & spend against budget.**

Members were informed that the bank change over from HSBC to Unity Trust was progressing well. He was gradually transferring funds from HSBC into Unity Trust and as at 24th November 2020 balances were as follows-

- Unity Trust current account: £10000
- HSBC Community Account: £9641.49 Business Money Manager Account: £0

As a consequence of the new authorisation arrangements with Unity Trust the Clerk proposed a change to para. 6.9 of the Financial Regulations-

6.9 *Where internet banking arrangements are made with any bank the RFO shall be appointed as the Service Administrator. All internet banking transactions will require authorisation by two signatories on the account and the RFO will advise the signatories that they must logon to internet banking to authorise the transaction. The RFO will email the authorisers the relevant invoices/documents and the signatories will authorise the payment within two working days from receiving these invoices/documents. These payments will be presented at each council meeting along with the names of the councillors who authorised the transaction. This arrangement will replace the current system where the clerk/RFO presents payments requiring authorisation at each council meeting.*

Councillors were satisfied with the proposed change to the Financial Regulations. The adoption of the revised regulation was proposed by Cllr. Legge and seconded by Cllr. Barrett.

71.2/20 To note income received/due.

No.	Name	Amount £	Details
1	Parish Hall	£62.50	26/10/2020 Loan repayment
2	Emma Bouston	£300.00	29/10/2020 Interment of Mr. Fisher

71.3/20

Payments made since last meeting-

No.	Name	Amount £	Details
1	A M Drew		Clerk's salary for October 2020
2	HALC	£175+VAT	HALC training event for CiLCA

Other payments made

No.	Name	Amount £	Details
3	Zoom	£95.92+VAT	Video conferencing system. Sharing agreed with HFSP Council at their meeting of 18 th November. Payment agreed see minute 63/20

Receipts due but not yet received

26/5/20 Mr G Thomas, Sparrington Farm (Ditching) £135.00

Remembrance Day wreath

Normal practice was for Council to make a donation for the Remembrance Day wreath. For the past few years the donation had been £25 and the Clerk asked if Council wished to increase the amount. An increase of £5 to £30 was proposed by Cllr. Legge and seconded by Cllr. Hadley.

Sparrington defibrillator

The Clerk informed Council that he had just received an invoice of £135+VAT for the annual maintenance charge of Sparrington defibrillator. It was agreed that payment should be made in line with the contract in place which required annual

maintenance charges to be paid for at least three years. Discussion turned to training of local residents in the use of the defibrillator and it was felt that Sparrington, Pencombe and Little Cowarne would all benefit from new, or refresher, training. The Clerk would contact Tony Davis at the Nash to arrange for Sparrington and also check the current status of the defibrillator there.

72/20 Planning applications/decisions

72.1/20 Planning applications received.

The only application received was for partial change of use at The Coach House, Pencombe to allow part of the house to be used as a furnished holiday let. Members were supportive of the application and instructed the Clerk to submit appropriate comments-

"The Parish Council met on Tuesday 24th November and concluded that the application should be supported and there was no aspect of the application which required comment."

(It should be recorded that the Clerk is the applicant in this case and in later discussion with Herefordshire Planning it was agreed that, following legal advice to Planning, the comments should be submitted by the Chairman. The Chairman duly submitted the comments on 2nd December.)

The Clerk then raised the planning issue of land next to the Three Horseshoes public house in Little Cowarne. An application no. 202962 had been made to break the tie which bound the previously granted consent 153174 (for a detached house and garage) but the Council had not been consulted. On further checking planning were not accepting comments on this application. However, the advice from HALC is that comments should be submitted anyway so that the interests of residents had been recorded. A separate planning meeting was discussed and it was agreed that a meeting would be called to discuss the application. (The Clerk was unable to arrange the separate meeting so this case will now be placed on the agenda of the next meeting.)

72.2/20 Planning permissions granted
No new permissions had been granted

72.3/20 Planning refusals
None since last meeting

73/20 Lengthsman scheme/Grass cutting

73.1/20 The Chairman reported that the Lengthsman had been unable to start work on the Causeway as agreed at the September meeting (minute 46.1/20). Hopefully the delay would not be overlong and the possible water damage to the banks would be slight.

73.2/20 **To consider payment of invoices**
There are no outstanding invoices awaiting payment

74/20 Launching the NDP

The Clerk updated Council on the progress of submitting a grant request to Locality. Progress was slow as the application form was lengthy and required

considerable research. The Clerk also asked if members could give some thought to who should be on the steering committee and confirmed that at least one committee member should be a Councillor.

75/20 Setting the precept for 2021-22

The Clerk outlined the process for setting precept by first establishing the expenditure required for the day to day running of the Council. Once this was agreed (it is a forecast) then other sources of income (use of reserves, cemetery receipts, VAT refund etc.) can be considered. Projects of community value should then be costed and agreed which when combined with essential expenditure and other income will lead to the size of the precept required.

Council discussed a number of possible projects including the Parish Hall car park. However, no firm decision was reached on setting the precept and the final decision was deferred until the next meeting.

64/20 Matters for discussion at next meeting.
Precept

The date of next meeting is Tuesday 26th January 2020, at 7.30pm The meeting closed at 9.10pm

Signed  Chairman of the Parish Council

Dated 26 January 2021