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

Tuesday 28th September 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: Susan Drew (Treasurer, Parish Hall)

104/21 Apologies for absence

Apologies were received from Ward Councillor Harrington.

105/21 Declarations of interest and written requests for dispensation

Cllr. Hope declared an interest in the car park item and was granted a dispensation to remain in the meeting during discussion on the basis that there would be no financial matters discussed at this stage. The Clerk asked Cllr. Hope to sign a letter he had drafted to the Monitoring Officer registering his interest in the land the Council proposed to purchase for the village car park. Cllr. Hope signed the letter and retained a copy for his records.

106/21 Draft minutes of the previous meeting on 24th August 2021.

The minutes of the meeting of 24th August 2021 were agreed and the Chairman will sign the draft minutes as a true record of the meeting.

107/21 Open Session

107.1/21 To receive an update from the Ward Councillor.

Cllr. Harrington was not present but had forwarded a copy of the Chief Executive's update to Herefordshire Members. The Clerk summarised the contents which were mostly relevant to County Members. However, the information on COVID was helpful and showed a big rise in the number of cases, mainly in the younger age groups.

107.2/21 To receive queries or concerns from local residents.

None were received.

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

Mrs. Drew gave an update on Parish Hall matters, particularly in relation to the new cinema equipment which had just been installed. She mentioned that radio microphones were also available and the audio system also integrated with a hearing aid loop. The first film evening was scheduled for 21st October although the film has not yet been chosen. (Note: the film has now been chosen and will be "The Father"). Hall bookings were also healthy and increasing.

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

The RFO reported that bank balances stand at-
Unity Trust £35,679
HSBC £488. .

Since the last payment for the cemetery rates had been paid the RFO will now close the HSBC account.

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

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

Payments received since last meeting.

27 th August 2021	£9550	NDP grant from Groundwork UK
1 st Sept. 2021	£13.17	Western Power Distribution
17 th Sept. 2021	£6937.50	Second part of Herefordshire precept

109.1/21 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)

Council resolved that these payments should be made. (Due to the decision under item 113/21 to delay any car park related expenditure until after the village meeting the Clerk has not made the payment to Lanyon Bowdler)

110/21 Planning applications & updates

110.1/21

To comment on planning applications to be determined by Herefordshire Council-

.213184 Gt. Hegdon Farm; erection of a covered manure store. Council was satisfied with the proposal and had no adverse comments to make. The application is supported and the Clerk submitted the following comments-

"Pencombe Group Parish Council met on 28th September 2021 and discussed application 213184. Council felt that roofing over the manure store would help reduce the phosphate problem and so should be SUPPORTED."

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- 110.2/21 *To note:* planning permissions granted by Herefordshire Council-
211915/6 The Cartshed; enclosure of a woodstore to create a home office Approved with conditions
212215 Durstone Farm. Proposed bedding store. Approved with conditions
- 110.3/21 *To note:* planning permissions refused by Herefordshire Council
None

111/21 Lengthsman & Grass cutting

111.1/21 To consider work to be undertaken

A C Garden Services had just carried out the September cut.

The Chairman reported that following agreement with the RFO a drainage contractor working in the village had been asked to survey the road crossing drain at the south end of the village. The camera showed that the drain was broken/crushed and it looked likely that this had been caused during works carried out on behalf of Welsh Water in 2017. The contractor had photographed the damage and the images were awaited.

112/21 Neighbourhood Development Plan

The Clerk reported that the grant of £9550 had been received from Groundwork UK and was now in the Council's bank account.

He also reported that the proposed village meeting to launch the NDP had now been re-scheduled for Monday 25th October and Lynda Wilcox would lead the discussion. The expected outcome is that a steering group will then be formed. All village residents would be invited and light refreshments would be served. The Clerk would arrange publicity on Facebook, the Parish Council website and a printed flyer to be delivered to every household. In future it was hoped that attendees would provide their contact details (email addresses) which would make future event organisation much more streamlined.

113/21 To receive an update on the provision of a Village Car Park.

The previous meeting had received a quotation from Berrys of Hereford who were now the only planning consultants to have submitted details of how the car park project could be supported. Anticipating that Councillors could have questions before commissioning the work the Clerk had organised a Zoom call with Richard Harman of Berrys. If Berrys are commissioned the lead consultant would be P J Triplow but on this occasion Mr Harman was standing in for Mr Triplow. Mr Harman would have responsibility for design work on the car park. Mr Harman joined the meeting using Zoom and Councillors asked about some aspects of the pricing particularly around the possibly unlimited costs associated with the post application stage (which would be charged at an hourly rate). Mr. Harman agreed that the arrangement was not ideal but explained that there was no way of estimating what sort of costs might be involved once Herefordshire had considered the application and what further work might be involved.

Further discussion led to the view that the village should be consulted fully before any financial commitments were made. (Such a consultation would in any case be necessary if a loan was required from the Public Works Loan Board). Mr. Harman understood and accepted this position and also undertook to provide more accurate estimates for the

construction of the car park. (Note: the Clerk received the rough quotation on 1st October. The construction costs were estimated at £54,000+VAT. This does not include land purchase, legal costs or planning costs)

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

Currently Council adheres to the Herefordshire Code of Conduct adopted most recently in 2018. It is recommended practice for local Councils to adopt the same Code as their principal authority. A revised Code has been created by the LGA and HALC has recommended adoption for all Councils in the County. Council discussed the new Code and felt that most of the content represented an update to the existing Code. It was unanimously resolved that the new Code should be adopted forthwith.

115/21 Matters for discussion at the next meeting.

Jess Howdle of Talk Community will attend the next meeting to update Council on recent changes to the service.

The date of the next meeting is 26th October 2021

There being no further business the Chairman closed the meeting at 9.20pm.

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

Dated