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

Tuesday 26th April 2022 at 7.30pm in Pencombe & Little Cowarne Parish Hall

Councillors Present;

Cllr. W. Brazier, Chairman	Cllr. P. Hope
Cllr. D Legge	Cllr. C. Hadley
Cllr. S Davis	Cllr. S. Barrett

In Attendance:, John Harrington, Ward Councillor. Allan Drew Parish Clerk

Members of the Public: 10 members of the public attended

- 41/22 Apologies for absence**
All Councillors were present
- 42/22 Appointment of newly elected Councillors**
Having been elected on 31st March 2022 Ms Sally Davis and Mr Stuart Barrett signed their respective Acceptance of Office forms and provided their completed Declarations of Interests. They then formally joined the Council.
- 43/22 Declarations of interest and written requests for dispensation**
No requests had been received
- 44/22 Draft minutes of the previous meeting on 22nd March 2022.**
The minutes of the meeting of 22nd March were agreed and the Chairman signed the draft minutes as a true record of the meeting.
- 45/22 Matters arising not covered elsewhere on the agenda**
The Clerk updated Council on his progress on appointing a Dog Warden for the Parishes. So far he had been unable to confirm a meeting with Dave Hough but it was likely to progress in the near future.
The Parish Meetings arrangements were discussed and it was resolved that these would be held immediately before the Annual Group Parish Council meeting scheduled for 24th May 2022. The Parish Meetings will start at 7pm and the Council meeting will start immediately after these meetings end.
- 46/22 Open Session**
46.1/22 To receive an update from the Ward Councillor.
Cllr. Harrington provided his report and reported that-
- There is a consultation on the Local Plan, on policies such as dark skies, water management, transport options etc. All residents are encouraged to contribute comments which can be easily done from the front page of the Herefordshire website (www.herefordshire.gov.uk) .
 - The resolution of the phosphate problems in the River Wye is moving forward. Planning consent has been granted for the reed bed at Luston. There is a phosphate calculator and there is now a trading platform which will enable builders to purchase available "phosphate credits" for new build. The opening of the trading

system is expected for 28 May 2022. Although these arrangements are only mitigation they will improve the river since 20% of any available credits will be held back as "river betterment".

- A "pot hole patcher" has been rented and it will be tried on some of the Group Parish blackspots.
- There is now a re-useable nappy scheme which provides free vouchers for £200 worth of re-useable nappies.
- The dog warden scheme is being prioritised and there will be a meeting shortly.

Cllr. Legge asked about the booking arrangements for Bromyard waste disposal site and his concerns about fly tipping. Cllr. Harrington would progress the issue with the appropriate cabinet member.

Cllr. Harrington explained that charging for DIY waste disposal had been discussed but events in Government had overtaken this initiative and charging would not now be possible.

Mr Nicholson asked that Council consider work being done in Rattery Parish Council which appeared to be roughly the same size as Pencombe Group. He distributed some information to Councillors about initiatives in Rattery.

46.2/22 To receive queries or concerns from local residents.

Ms Clarke raise two points-

1. Was there any news on Post Office arrangements?

The Clerk subsequently contacted Joe Francis, Post Office Area Manager and received the following update-

I have just spoken to my colleague Kati in the Network Provision team and she assures me that we are currently looking at a temporary solution to provide service to customers in Pencombe. Please rest assured that as soon as we have more information we will be in touch. Kind regards, Joe Francis"

2. Would it be possible for residents using the (very limited) Pencombe bus service to receive updates when the one bus/week was cancelled as happened recently. Residents waited at the bus stop for up to ¾ hour but no bus arrived. Cllr. Harrington offered to find an answer.

47/22 To receive an update on the Parish Hall.

Mr Mottram reported that the hall was running satisfactorily and the recent events had covered their costs.

48/22 To receive a report from the Responsible Finance Officer

Bank Balances

Bank balances on 21/4/2022 were as follows-

Unity Trust current account £25437.62

Council to note the breakdown of the bank balance as regards reserves and grants-

Reserves as at 31 March 2022	£
Winter Maintenance & Management	5000.00
Neighbourhood Development Plan	0.00
Flood protection capital fund	5000.00
Village Car Park	5188.70
Items proper to 2021-22	525.05
TOTAL	15188.70
General funds available until next precept payment in September 2022	9723.87

Note that items proper to 2021-22 are held in reserves (£525.05) pending Council authority for payment

Payments made since last meeting.

No.	Name	Amount £	Details
1	A M Drew	300.63 Not paid See note below	Clerk's March salary
2	Society of Local Council Clerks	144.00	Annual membership
3	A M Drew	11.99+VAT	Refund for monthly ZOOM payment

Council to note that due to receiving valid notification from Autela on 25th March additional payments were made to the Clerk in line with previous authorisations-

1. Salary payment for March £337.48 (now based on SCP 18 awarded due to achieving CiLCA).
2. Back payment of £150.26 from Nov 21 to Feb 22 (4 months) for CiLCA increment.
3. Payment for additional 50.5 hours worked on NDP at current salary rate £521.48 (as authorised by Council at November 2021 meeting).

The payments listed above have been made in place of the March salary payment.

There was discussion about the usefulness of the ZOOM facility which had received minimal use since it started in January 2022. Council resolved that the service should be closed with immediate effect.

Additionally Council should note that a pay scale revision has been agreed between local government and NALC and with effect from 1 April 2021 SCP 18 will rise from £12.98/hour to £13.21/hour (increase of approx. £120/year).

Payments received since last meeting.

First part of the 2022-23 precept £6875.50 received 19 April

Memory Lane Memorials £200. Headstone for the late David John Fisher

Payments for authorisation

No.	Name	Amount £	Details
1	A M Drew	337.65	Clerk's April salary
2	Frank P Matthews	277.16+VAT	Trees for cemetery/Jubilee. Refund to A M Drew
3	Autela payroll	43.50+VAT	Quarterly invoice
4	A M Drew	11.99+VAT	Refund for monthly ZOOM payment
5	Mr Ian Pardoe	50.00	Audit services for 2021-22
6	HMRC	475.05	Fourth quarter PAYE
7	Berrys	282.00+VAT	
	Amazon	47.90+VAT	Refund to A M Drew for purchase: laser printer drum
	TOTAL	1050.20+VAT	

Council resolved that these payments should all be made.

The RFO asked that Council grant delegated authority to pay the HMRC PAYE bill when it arrived to prevent HMRC following up non payment before the next Council meeting. Council granted the delegated authority for HMRC payments.

Council also agreed that the RFO would pay the Berrys charge once a satisfactory invoice was received.

The RFO raised an additional item concerning payment to the Chairman for metal fabrication work carried out on behalf of the Parish Hall. The RFO informed Council that this payment represents a schedule 1 interest on the part of the Chairman who took no further part in the discussion. The Hall had requested that a fire resistant steel cover be provided for the oil tank feed as regulations require. Since the Council is responsible for the external maintenance of the Hall the costs of this fabrication fall on the Council. The Chairman had carried out the construction of a suitable cover and Mr Nicholson, the Hall's representative for repairs and maintenance was fully satisfied with the work carried out. The Chairman would provide an invoice for £70 for the materials used which it was then resolved Council would pay.

Finally the RFO informed Council that the VAT reclaim for 2020-21 had been submitted and was for £1701.

49/22 Planning applications & updates

No new applications had been received.

213184 Gt. Hegdon farm, proposed dry manure store was now approved with conditions

50/22 Lengthsman & Grass cutting

The Clerk reported that Council had submitted an application to Herefordshire for a grant under the drainage scheme to carry out drainage work on the C1114. The application was for around £13000 but it would appear that the scheme had been heavily subscribed and the Group Parishes received only about £5000. Ms Thomas stated that she and Mr Thomas held riparian rights in this area and that they would expect to be consulted before any work was carried out. It was agreed that a site meeting would be a sensible way forward although in all likelihood the project would not now go ahead due to the shortfall in funding.

The Chairman reported that he had discussed Lengthsman work with Mr Walsh, the current Parish Lengthsman. Mr Walsh would be happy to relinquish the position of Parish Lengthsman due to the pressure of other work. Council resolved that a new Lengthsman should be contracted and the Clerk will start the process of letting the contract in line with Council Financial Regulations.

Apart from a small piece of work near Little Cowarne phone kiosk there was no outstanding Lengthsman work at this time. Cllrs. Legge and Hadley would review the Little Cowarne work.

51/22 Pencombe Cemetery

The trees had been procured and now needed to be planted and staked and protected from stock. Cllr. Barrett and Mr Alec Brazier offered to provide digger services to assist and Paul Costello had some suitable tanalised timber. The Chairman would liaise with other residents to get the planting and staking carried out.

A memorial plaque was discussed and the Clerk had investigated an engraved plaque made from artificial slate (Corian) and suggested a suitable form of words *"These five trees were planted by the residents of Pencombe and Little Cowarne on the occasion of H M Queen Elizabeth II's Platinum Jubilee, June 2022. W A Brazier Chairman Pencombe Group Parish Council"*

It was agreed that the Clerk would commission the plaque with suitable inscription and in artificial slate.

Additionally it was noted that residents were organising a number of Jubilee celebration events and Council would financially support these events for the benefit of the Parishes.

52/22 Provision of a village car park

Berrys had prepared a first draft design for the car park which was discussed by Council. There was some concern about the location of the footpath and after discussion the following points were made-

- The original concept was for 30 cars but there are only 26 on the design.

- The entrance to the car park starts too far up Durston Lane which is not wide enough to accommodate two cars passing or deal with commercial traffic from Durston and Norbrook Farms.
- There is not yet a risk assessment for vehicles entering or leaving the car park.


Council resolved that a site meeting with Berrys was necessary to discuss the various points and the Clerk would arrange.

53/22 Matters for discussion at the next meeting.

No matters were raised for discussion at the next meeting which is the Annual Meeting of the Group Parish Council

The date of the next meeting is 24th May 2022.

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

Signed: Chairman of the Parish Council

Date: 24/5/2022