

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

Tuesday 26th July 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

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

Members of the Public: 4 members of the public attended

84/22 To receive: apologies for absence

Cllr. Barrett sent his apologies, which were accepted by Council.

85/22 To receive: Declarations of Interest and written requests for Dispensation

None received

86/22 To receive and approve: the minutes of the ordinary meeting of 28 June 2022 were approved and signed by the Chairman after the meeting.

87/22 Matters arising not otherwise covered in the minutes

The Clerk reported that he had had to replace the Council owned laser printer due to a problem with the toner cartridge which had also caused the photoelectric drum to fail. The costs of replacing both items are significant compared with the cost of a new printer so a new one was ordered and has been delivered (£218+VAT). The previous printer was now 8 years old so replacement was the most cost effective option. Council approved the purchase.

The Clerk had received a quotation from Adrian Hope tree services for £150+VAT which some Members believed was approximately the same as the last time Adrian had carried out the work (in 2012). The Clerk had accepted the quote and asked the company to progress the matter.

The advert for the working group to advise on possible Council initiatives had produced about 10 residents interested in forming the group. The Clerk would progress an inaugural meeting.

88/22 To receive: an update on the Parish Hall.

Andrew Mottram sent his apologies but had reported that there was nothing out of the ordinary to report other than a water leak from the disabled toilet which had been isolated and will be repaired shortly.

89/22 To receive: a report from the Responsible Finance Officer

11 payments were authorised at the June meeting but the RFO drew Council's attention to three additional payments made which had not actually been agreed at the last meeting but had been agreed at earlier meetings.

Specifically these payments were-

£70 payment to the Chairman for work done on the Parish Hall oil tank connections – agreed at the April 2022 meeting

£750 payment for the Council contribution to the Pencombe Jubilee celebrations – agreed at the May 2022 meeting

£250 payment for the Council contribution to the Little Cowarne Jubilee celebrations – agreed at the May 2022 meeting

The RFO also commented that the Pencombe Jubilee payment had been made to Cllr. Walsh and the Little Cowarne payment to Mrs Janet Legge. He did not consider these payment arrangements ideal due to the closeness of the recipients to the Council, but in the end he had been unable to find a better solution and was satisfied that adequate probity had been maintained.

The RFO has to report that after the meeting he realised that he had failed to include the Clerk's June 2022 salary for payment. Since this payment of £337.45 is a contractual requirement on Council it was also progressed through the payment system and the situation explained to the authorisers, Cllrs. Brazier and Legge.

To consider: payments for authorisation

The following payments require authorisation-

No.	Name	Amount £	Details
1	The Map Centre	£159.00	PROW maps incl. LC kiosk map as authorised at March 2022 mtg. Minute no.34/22 refers Refund to Clerk
2	D C Gardening Services	£520+VAT	June grass cut
3	Herefordshire Council	£2092.57	Cost of election 31 March 2022
4	Viking	£62.56+VAT	Shared with HFSP. Pencombe share is £38.15+VAT for 6xLever arch folders & dividers
5	Adrian Hope	£150+VAT	Work instructed. Authority to pay invoice when work completed.

The RFO explained the background to these payments -

- The Map Centre was for £150 (refund to the RFO) rather than £159 since postage had not been charged on this occasion.
- The Herefordshire Council charge for the election had arrived and although it was roughly double what Herefordshire had estimated the bill was well itemised and there was no scope for challenge.

- The Viking invoice for stationery would be shared roughly 50:50 with Humber, Ford & Stoke Prior GPC.

There was also a charge for £218+VAT from Viking for the replacement printer.

Council approved the above items for payment.

Quarterly banking reconciliation.

The RFO presented the quarterly banking reconciliation and showed that the cash book and bank statement were in agreement on 30 June 2022, both showing a balance of £21590.93. A new method of presentation had been used with copies of the cash book transactions and the June bank statement available for Council to scrutinise and it was agreed that this method was better than the previous system and would be continued for future reconciliations.

Budget monitor for first quarter

Line No.	PENCOMBE GPC BUDGET 2022-23	Budget 2022-23	Year to date	Forecast Outturn 31 March 2023	Variance from Budget
	Income				
1	Precept	13875	6937.50	13875	0.00
2	Cemetery	1000	0.00	1000	0.00
3	Grants	13000	0.00	13000	0.00
4	Other	200	13.17	200	0.00
5	VAT Reclaim	924	1701.79	1701.79	777.79
6	Total Income	28999	8652.46	29776.79	777.79
7	Clerk	4044	1012.55	4044	0
8	Bank Charges	72	18.00	72	0
9	Administration	500	43.50	500	0
10	Insurance, audit, professional	685	260.33	685	0
11	IT	340	204.89	340	0
12	Cemetery Rates	329	219.34	329	0
13	Training and development	200	0.00	200	0
14	Equipment	500	0.00	500	0
15	Lengthsman	5500	172.00	5500	0
16	Maintenance	3500	1120.00	3500	0
17	HMRC	1000	728.05	1200	-200
18	NDP	10000	0.00	10000	0
19	Other	1200	694.12	1200	0
	Special Projects				
20	Defibrillators				
21	Little Cowarne	0	0.00		
22	Sparrington	150	0.00		150
23	Pencombe	100	0.00		100
24	Village Car Park	2500	282.00	2500	0
25	Total Expenditure	30620	4754.78	30570	50
26	Reclaimable VAT in expenditure	2000	488.70	2000	0
27	Surplus	379	4386.38	1206.79	

The RFO reported that income was rather above budget due to the VAT reclaim being higher than expected.

Other income lines were likely to come through although the cemetery income of £1000 had shown no income during the first quarter and may not reach its budget level of £1000.

Costs for the first quarter are on track against budget with the only exceptional item being HMRC for additional PAYE (£200) due to payment to the Clerk for additional work done on the NDP. However, the election costs of £2092 which will appear in quarter 2 will create a significant variance on line 19 (Other).

90/22 Planning applications/decisions:

Updates/new applications

221463 Application for prior notification of a proposed new agricultural building Great Hegdon farm, Pencombe. **PN not required**

New applications

222114 Removal of 140m hedgerow at Mill Lane to enable re-instatement of track.

Council observed that without removal of the hedgerow it would not be possible to re-instate the access lane to The Mill. Council agreed to SUPPORT the application but it was proposed to await any comments from a resident, Ms Caroline Atkinson. Council considered that it was important that the hedge should be re-instated.

91/22 Lengthsman Scheme/Grass cutting:

To receive: applications for the post of Parish Lengthsman and make an appointment.

Following local advertising and public notice in the Hereford Times there had only been one application for the post of Lengthsman. This application was from Council's current grass cutting contractor. The following information has been received from the applicant-

As you are already aware, Dave currently holds a number of positions within Herefordshire as an Enhanced Lengthsman and has been carrying out these works for a number of years to also include works on footpaths (P3 works).

His hourly rate is £24.50 + VAT per man hour and he has all of his own machinery to be able to carry out the works. In respect of any ditching works the cost would be £761.50 + VAT per day which is the labour costs x3 men to include traffic management, ie Stop & Go Boards and the use of digger/diesel.

In respect of the Drainage Grant from Balfour Beatty, Dave carried out the works on behalf of his Parishes during last winter and also worked in conjunction with Mayglothing Waste carrying out gully sucking where appropriate.

Dave holds Public Liability Insurance to the value of £5 million and Employer's Liability Insurance to the value of £10 million. Please find attached a copy of his Proof of Insurance for your information.

The Clerk added that Mr Campbell was also currently the Lengthsman at Humber, Ford & Stoke Prior where his performance was entirely satisfactory.

Council expressed some concern about the adequacy of the budget given the charges proposed but recognised that these rates were reasonable commercial rates in the current environment. In the past the Parishes had received such services somewhat below commercial rates which would make the transition to the new arrangements financially more challenging in the longer term.

Council resolved that D C Gardening Services should be appointed as the Parish Lengthsman with immediate effect.

To consider: any work required in the Group Parishes

Currently there are no outstanding items requiring Lengthsman attention.

92/22 Neighbourhood Development Plan

To receive: update on NDP including "Call for Sites"

The Clerk reported that following submission of the application on 22 June for a grant to progress the NDP during 2022-23, Locality asked some questions about the application regarding budgeting and the capacity of Kirkwells to continue with the NDP development. These questions were all answered satisfactorily and the application was forwarded to the awarding panel on 20 July.

Call for Sites

A letter to go to all landowners within and adjacent to the settlement of Pencombe has been prepared based on advice received from Kirkwells. Included with this letter will be-

- maps of both the Neighbourhood Plan Area (the area is in fact the Group Parishes) and the Pencombe Settlement.
- Site Submission Form

At this stage the letter to landowners conforms with the current Core Strategy for Herefordshire 2011-2031. Council knows that this strategy is currently under full review but it seems likely that it will be another year perhaps until the revised strategy is adopted. The current strategy took five years to be adopted (in 2016). In these circumstances it would be unwise to anticipate the policies in the revised strategy so the letter contains a statement that-

Should the revised strategy eventually provide a new set of rules regarding sites suitable for development we will issue a revised "Call for Sites" which takes account of the new circumstances.

The letter, maps and site submission forms follow.

Council agreed these documents and particularly the way of dealing with the issue of the Core Strategy revision and the Clerk was instructed to write to landowners.

More widespread advertising will also be required and that will proceed once the NDP grant for 2022-23 is received from Locality

Text of letter to landowners, on headed notepaper-

Dear

Call for Sites

Pencombe Group Parish Council wishes to announce a Call for Sites for its Neighbourhood Development Plan (NDP).

We would like to identify land which has potential for new housing up to 2031. The suitability of potential sites is determined by Herefordshire Council's Core Strategy 2011-2031 which specifies that only sites within or immediately adjacent to the settlement of Pencombe will be considered.

However, that Core Strategy is currently under full review and no decisions have yet been taken about which areas in our Parishes will be allocated targets for new housing. Should the revised strategy eventually provide a new set of rules regarding sites suitable for development we will issue a revised "Call for Sites" which takes account of the new circumstances.

You can see a plan of both the Neighbourhood Area and the settlement of Pencombe on our website and copies are included with this letter.

Anyone with land within the Pencombe settlement area and who would like it to be considered for the Plan is invited to submit an application. Please do so using the Site Submission Form included with this letter which is also available on our website (see below). You should provide a clear site plan with the site boundary marked in red. This will give us the information we need to make sure your site is properly assessed. Not all sites will be necessary or acceptable.

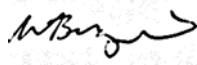
Please send your completed Site Submission Form to –

Pencombe Group parish Council
The Coach House
Pencombe
Bromyard
HR7 4RL

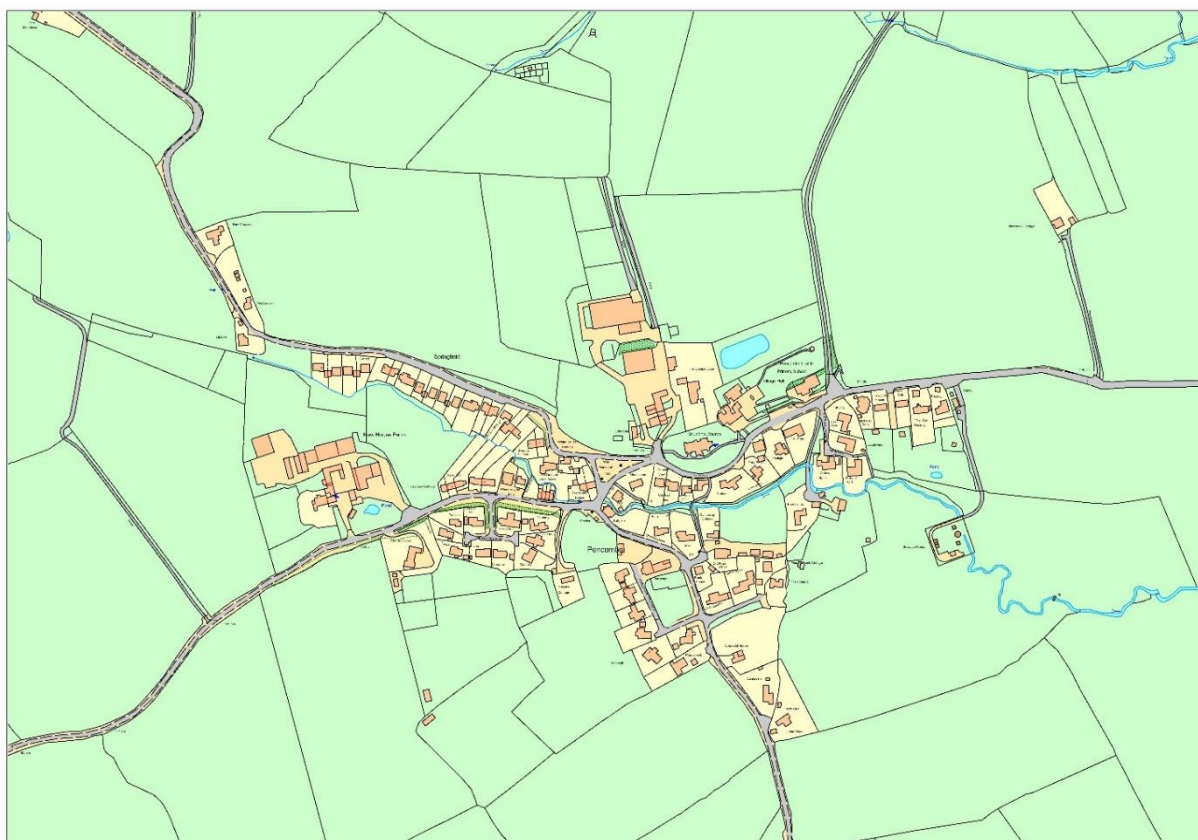
If you have a site which has been or is currently the subject of a planning application, we would also like to hear from you so that your site can be assessed and considered along with any other new submitted sites.

The submitted sites will be subjected to a technical assessment and community consultation and these activities will determine how best to take the Plan forward in 2022.

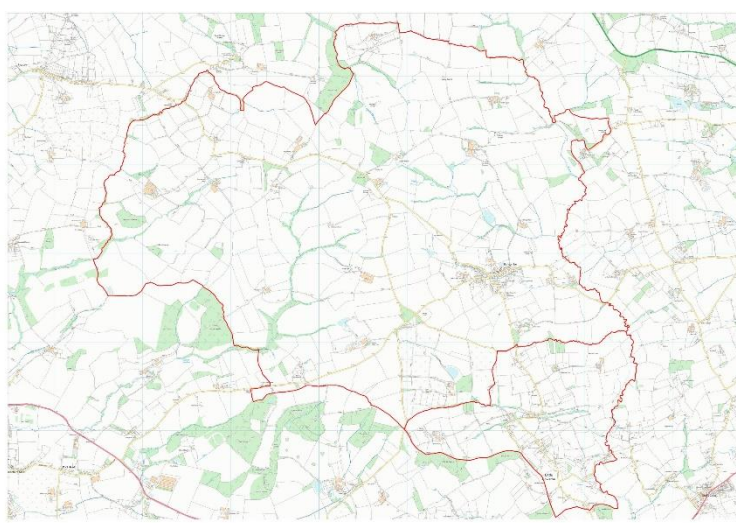
Yours sincerely,



W A Brazier
Chairman
Pencombe Group Parish Council
Website: www.pencombegrouppc.org.uk



PENCOMBE SETTLEMENT MAP



NEIGHBOURHOOD AREA MAP

SITE SUBMISSION FORM

Pencombe Group Parish Council is looking at the potential availability of land for a range of uses across Pencombe & Little Cowarne Parishes up to 2031. This exercise is being undertaken as part of the evidence base to support the preparation of the Pencombe Group Neighbourhood Development Plan. This form should identify sites which will be considered by the Parish Council for their suitability for the use proposed over the lifetime of the plan. Please use a separate form for each site and complete the form to the best of your knowledge. Sites submitted to the Parish Council will be in the public domain and the information submitted will not be treated as confidential.

A map showing exact site location and boundary in red must also be submitted.

PLEASE COMPLETE YOUR NAME AND CONTACT DETAILS

YOUR DETAILS	
Title	
Name	
Organisation/company:	
Address	
Postcode	
Tel No:	
Email:	
AGENT'S DETAILS (IF APPLICABLE)	
Agent's Name	
Organisation/company:	
Address	
Postcode	
Tel No:	
Email:	

1. SITE INFORMATION	
Site Address	
OS Grid reference	
Site Area	
What is your interest in the land? (e.g. landowner, potential developer)	

2. SITE DESCRIPTION	
Previous use	
Existing use	
Proposed use: (Please tick the appropriate box)	
Housing	
Employment:	
Retail:	
Other: (please note)	
Site description:	

3. TIMESCALES	
Awaiting relocation of existing use:	
Likely timeframe for development:	
0-5 years <input type="checkbox"/>	
6-10 years	
11-15 years	
16-20 years	

4. SITE DETAILS	
Access to an adopted highway (please describe):	
Vegetation on the site (e.g. trees, hedgerows):	
Hydrological features (e.g. streams, watercourses):	
Other on-site features (e.g. particular landscape features, existing buildings, etc.):	
Are you aware if there are any site contamination issues?	
If yes, please give details:	

93/22 Provision of a village car park.

To receive: update on design of car park

At the ZOOM call arranged with Berrys on 15 July four Councillors and the Clerk attended. For Berrys P J Triplow and Richard Harman attended.

The design for the car park submitted by Berrys was discussed and the Council's views of the shortcomings of this design were raised. Additionally, the alternative access route which emerged during discussions with the landowners, Mr & Mrs Hope, was presented. This new proposal involved abandoning the previous access route from Durston Lane and opening a new access east of the lane on the C1110 but still within the 30mph limit zone.

There was general agreement from Berrys that this new approach would be much more efficient in terms of access gradients, costs and eventual utilisation of the available site. Berrys undertook to consider the proposals further.

The Clerk received a note from Berrys on 18 July stating-

We anticipate that the new design will cost a maximum of £1,000 + VAT but we shall do what we can to minimise the additional cost. Our fee for preparing the planning application is unaffected.

The Clerk is holding a number of unpaid invoices from Berrys which relate to payments for the planning application. He has written to Berrys asking why there are invoices for planning application work when there is not yet an agreed design.

Council did not feel that the additional charge for the change of design was reasonable since the design as presented created too many problems for the access route. The Clerk was instructed to negotiate with Berrys to see what could be achieved by way of compromise on the additional charges.

94/22 Sparrington kiosk

The Group Parishes have three ex-BT kiosk no.6s-

- **Little Cowarne kiosk** – owned by the Council and renovated during 2021. Now houses a library.
- **Pencombe kiosk** – owned by the Council since April 2022. Currently no agreed plans for re-use.
- **Sparrington kiosk** – owned by Community Heartbeat Trust (CHT) and houses the Sparrington defibrillator

The Sparrington kiosk is in a poor state of repair although the defibrillator is housed in a suitable cabinet which keeps it dry and generally spider free. It is not a pleasant experience entering the kiosk to retrieve the defibrillator – there are old notices, cobwebs and some BT signage still remaining.

A refurbishment of the kiosk is overdue and it is estimated that will cost around £2000. Council felt that fund raising was the best way ahead and resolved that-

- That fundraising activities in the Sparrington area are undertaken.
- Contributions are invited from CHT.
- Subject to the success of fundraising Council will, in principle, support the project financially.

Cllr. Brazier & Legge volunteered to approach the farms around the Sparrington area for a contribution to the costs of renovating the kiosk.

Cllr. Walsh suggested that the proposed working group could usefully consider the re-use of the Pencombe kiosk as one of their initiatives.

Progress would be reviewed at the next meeting.

95/22 Open session:

95.1/22 *To receive:* a verbal update from the Ward Councillor

Cllr. Harrington reported to the meeting that-

- COVID updates were not now happening so frequently given the current lower levels of infection.
- Free school meals have been extended into the summer holidays through a voucher scheme. Children in receipt of free meals are being encouraged to join organised activities during the holidays.
- PROW is now in-house and various teething problems have surfaced following the transfer from Balfour Beatty. A new reporting system will arrive shortly which will encourage volunteers to take on tasks in a more efficient and cost-effective way than was possible for BB.
- All Parish footpath officers have been invited to a session on 13 September to discuss issues and help develop common solutions.

The Clerk asked for an update on two items from the previous meeting-

- Salt box at Little Cowarne
- Provision of stiles or gates

Cllr. Harrington was still progressing these issues and would report back when he had answers from the officers concerned.

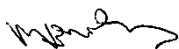
95.2/22 *To receive:* queries or concerns by local residents on parish matters

Mrs Maynard raised the matter of the working group and the Clerk reported that with about ten volunteer residents the group was perfectly viable and he would organise a launch meeting in the near future. Cllrs. Brazier and Walsh reported that they were in discussion with Izzy Lewis to improve event notifications using Facebook and this initiative could be incorporated into the working group. Cllr. Walsh was happy to liaise with Izzy to involve her with the working group.

96/22 Matters for discussion at the next meeting

No matters were raised for discussion at the next meeting and the Chairman closed the meeting at 8.33pm

Date of next meeting Tuesday 23rd August 2022



Signed.....Chairman

Date 23/8/2022