

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

Tuesday 23rd August 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 Walsh

In Attendance: Allan Drew Parish Clerk

Members of the Public: 5 members of the public attended

97/22 To receive: Apologies for absence

Apologies were received from Ward Councillor Harrington. Cllr. Barrett was absent and no apologies had been received. (Cllr. Barrett contacted the Clerk the next day and apologised for not attending the meeting and for not submitting his apologies in advance to Council).

98/22 To receive: Declarations of Interest and written requests for Dispensation.

None received

99/22 To receive and approve: The minutes of the ordinary meeting of 26th July 2022

The minutes were approved and signed. Due to a problem with the Council printer the June set of minutes had been approved at the July meeting but no paper copy was available for the Chairman's signature. These minutes were now available and were also signed by the Chairman.

100/22 Matters arising not otherwise covered in the minutes

The Chairman mentioned the passing of Jill Haiselden who had played a pivotal part in the successful construction of the current Parish Hall some 20+years ago. He proposed on behalf of the Parish that a £100 donation is made to a charity in recognition of Jill's contribution to the community. This proposal was seconded and carried unanimously.

The Clerk updated Council on the tree survey in the churchyard. The survey would be carried out in the next week or so.

Herefordshire Council had sent information about "Keep Herefordshire Warm" which is able to provide information and some financial support for residents struggling with energy bills and keeping their homes warm this winter. The Clerk would place the poster on the website. Mrs Maynard had written to Cllr. Harrington re. "Warm Banks" which is about opening (heated) public buildings which residents struggling to keep their homes warm can visit. A response is awaited.

The Clerk mentioned he had received a note from a Little Cowarne resident, Alison Fenner, to talk to Council about the role of "Tree Warden". This item would be placed on the agenda for the next meeting.

101/22 To receive: an update on the Parish Hall.

Mr Mottram reported that the next meeting of the Hall Trustees would be on 6 September. He informed Council that by next year he would have been Chairman of Trustees for 15 years and would be resigning the position. He would report on transition arrangements at the next meeting.

Mr Mottram also reported that the outlook for energy bills was concerning for the Hall as it is for all residents. There is more than a year left on the contract but it could be difficult after that.

Bookings have not picked up significantly with most of the booking income arising from the school. However, summertime is difficult and it is hoped that bookings will pick up in the autumn.

102/22 To consider: allocating roles to Councillors

The Clerk raised the point that he was doing far too much of the talking at Council meetings and increasingly he felt this was inappropriate since Councillors should report on matters of community interest. In discussion with the Chairman he had suggested that Councillors should have areas of responsibility which they reported on at meetings and took the lead on community involvement for these areas. The Chairman asked that Councillors take lead roles in the following areas-

Councillor Walsh - Finance

Councillor Legge - NDP

Councillor Hadley - Planning

The Chairman also allocated to himself responsibility for drainage and the car park project.

The Clerk will continue to support Councillors with these responsibilities and will ensure Councillors are briefed before the meetings.

Council agreed these arrangements and Councillors not yet allocated an area of responsibility could expect to take on a role as the scheme evolved.

103/22 To receive: a report from the Responsible Finance Officer

The RFO presented his report and mentioned that the new arrangements will apply at the next meeting when the report will be provided by Cllr. Walsh.

Bank Balances

Bank balances on 19/8/2022 were as follows-

Unity Trust current account £26,620.08

Payments made since last meeting.

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.
6	A M Drew	£337.45	Clerk's July salary
7	Herefordshire Council	£55.00	Business rates, cemetery

Income received since last meeting

NDP grant £9275

Payments for Authorisation

No.	Name	Amount £	Details
1	A M Drew	£337.45	Clerk's August salary
2	Kirkwells	£980.00+VAT	NDP - Assessing & advising on evidence base including preparation of Issues & Options paper
3	Viking	£37.09+VAT	NDP A4 envelopes & stamps for "Call for sites"
4	Autela payroll	£55.27+VAT	Qtr 1 + end of year submission

The above payments were proposed, seconded and agreed by Council

104/22 Planning applications/decisions:

Updates/new applications

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

The Chairman reported that Cllr. Harrington had informed him that the hedge would be replaced and that the resident would receive a small amount of compensation.

New applications

222579 Hollybush Cottage, Pencombe. Construction of a new oak framed balcony to an existing games room.

Council discussed the application with the help of the projection system so members and residents could see the plans. The balcony was a minor addition and was not visible from the road. Council had no concerns about the application and the Clerk would submit comments in support of the application. After the meeting the following comments were submitted-

“Pencombe Group Parish Council discussed application 222579 at its meeting on 23 August 2022 and decided to SUPPORT the application. Council felt that the proposed development was in keeping with the style of works previously approved and the materials used fitted well with what is an extensively modified property. Although the development will be visible from the Pencombe to Bodenham road the size of the boundary screening makes the development essentially unremarkable. There are no other properties nearby which can view the development, the nearest is Stone House Farm some 500m away and the aspect from this property does not favour a view of the proposed development.”

105/22 Lengthsman Scheme/Grass cutting:

To consider: any work currently required in the Group Parishes

The Chairman reported that he and the Clerk had met the newly appointed Lengthsman. A number of projects were discussed including using the Herefordshire grant for a drainage scheme around the top junction with the Ullingswick road. Also mentioned was hedge management such as the hedge on the corner opposite the cemetery entrance. The benefits of having a map with all drainage assets recorded were mentioned and the Clerk still has this initiative on his “to do” list.

106/22 Neighbourhood Development Plan

To receive: update on NDP including “Call for Sites”

The “Call for Sites” paperwork had been issued to all the landowners known to the Council and it was thought that all relevant landowners had been contacted. The closing date for site submissions is 30 September 2022.

The next step on the NDP will be creation of design codes specifying what new development should look like. There would then be public consultation on these proposals resulting in creation of a first draft NDP.

107/22 Provision of a village car park.

To receive: update on design of car park and charges for design changes

The Clerk reported progress with Berrys who had taken on the need for a re-design now that the entrance to the car park had moved onto Pencombe Lane roughly opposite the telephone exchange. Berrys would require further payment for a re-design and after discussion between Berrys and the Clerk it was agreed that this cost would be split 50:50 between the Council and Berrys (50% of the cost up to £500 maximum for the Council). After some discussion it was agreed that Council would accept the additional charges but needs to be kept closer to the detail of the design to ensure the final result is satisfactory. The Clerk would aim to secure regular updates from Berrys.

The Clerk then updated Council on three outstanding invoices with Berrys totalling £3361 which are in line with the schedule of payments in the contract. The invoices relate to work associated with the planning application and the Clerk had told Berrys that whilst the design issue remained unresolved the invoices would not be agreed by Council. Now that an agreed way forward has been established Council agreed that these outstanding invoices should be paid.

108/22 Sparrington kiosk

The Chairman reported that he and the vice Chairman had toured the local farms and had been successful in raising about £500 towards the cost of re-furbishment. He had also agreed with Alec Wilkins a Sparrington resident that Mr Wilkins would undertake the strip down of the kiosk in preparation for sandblasting/re-painting. He would also trim/remove the vegetation around the kiosk. Additionally the Clerk had successfully obtained sponsorship through Community Heartbeat for the red paint required, valued at £250.

There was considerable discussion about the Pencombe kiosk which also needed re-furbishment and Cllr. Walsh mentioned that the future communication group would take on the Pencombe kiosk as an early project.

The Chairman & vice-Chairman still had a number of farms to visit and more donations might yet be received.

The Clerk also mentioned that the Little Cowarne defibrillator needed new pads and the manufacturer was unable to supply new parts. He would check the risks with the manufacturer and perhaps the ambulance service to see what the best way forward would be.

109/22 Open session:

109.1/22 *To receive:* a verbal update from the Ward Councillor

The Ward Councillor was not present. Mr Mottram asked about the footpath officers' meeting proposed for 13 September but had heard nothing since. The Clerk would find out more about arrangements. (N.B. The meeting was cancelled by HALC due to the public mourning for the death of the late Queen).

109.2/22 *To receive:* queries or concerns by local residents on parish matters

Mr Mottram raised the issue of American crayfish in the brook. He had applied to the Environment Agency for a license to trap the crayfish and he understood that the Parish Council would have to agree to his trapping the crayfish. No objection was raised by Council.

Mr Maynard raised the matter of the damage to the churchyard wall. It is possible the wall is listed as part of the site of St John's Church (which is listed 1276162). The Clerk has written to Historic England for advice. Mrs Maynard mentioned the possibility of signage in that location.

The Chairman will look at the wall and see if he can suggest a solution.

110/22 Matters for discussion at the next meeting

Alison Fenner will attend the next meeting to talk about the role of tree warden for the Group Parishes.

Date of next meeting Tuesday 27th September 2022

Signed



Chairman

Date 27 September 2022