

**Minutes of the Meeting of Pencombe Group Parish Council
held on**

Tuesday 27th September 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	Cllr. S. Barrett

In Attendance: Allan Drew Parish Clerk

Members of the Public: 7 members of the public attended

111/22 To receive: apologies for absence

All Councillors were present

112/22 To receive: Declarations of Interest and written requests for Dispensation

There were no requests for dispensation and no declared conflicts of interest.

113/22 To receive and approve: the minutes of the ordinary meeting of 23rd August 2022

Council approved the minutes which the Chairman duly signed.

114/22 Matters arising not otherwise covered in the minutes

The Clerk presented the results of Adrian Hope's tree survey. Some remedial work was recommended to a large yew tree in the churchyard on the footpath leading east as follows- *Remove dead sections from throughout crown. Reduce large section over footpath by approximately two metres and also reduce stem extending southwest. Reduce stem extending northwest by two metres to leave a more compact canopy and reduce risk of branch failure.*

Mr Hope quoted £585+VAT to undertake the work on the tree and Council unanimously accepted the quotation

115/22 To receive: an update on the Parish Hall including transitional arrangements for the Chair of Trustees.

Mr Mottram reported that bookings were still somewhat below the level to make the Hall self sufficient. The new contact for electricity is anticipated with some trepidation. Janet Legge had been elected as vice Chair to shadow Mr Mottram and to take over on his retirement as a trustee

116/22 To receive: a report from Alison Fenner of Little Cowarne on appointing a tree warden for the Group Parishes.

Ms Fenner explained that the role was to monitor the health of the Parish trees, map and record ancient and notable trees and assist with procuring and planting any required new trees. Involvement of the school and publicising activity in the parish magazine would also be part of the role. Ms Fenner had received training for the role but she would require the agreement of Council to take on the role. Council thanked Ms Fenner for her community spirit and was pleased to agree her appointment as the Group Parish Tree Warden. Cllr. Harrington mentioned that biochar had been successful in fighting ash dieback. The Clerk offered to

publish the tree Warden's activity on the Council website and Ms Fenner agreed to supply suitable content.

117/22 To receive: a finance report from Cllr. Sally Walsh

Bank Balances

Bank balances on 22/9/2022 were as follows-

Unity Trust current account £27,882.23

Payments made since last meeting.

No.	Name	Amount £	Details
1	A M Drew	£337.45	Clerk's August salary
2	Kirkwells	£980.00+VAT	NDP - Assessing evidence base and preparation of Issues & Options paper
3	Viking	£37.09+VAT	DP A4 envelopes & stamps for "Call for sites"
4	Autela payroll	£55.27+VAT	Qtr 1 + end of year submission
5	A M Drew	£275.20+VAT	Hereford Times public notice "Call for Sites" x 2
6	Herefordshire Council	£55.00	Business rates, cemetery
7	Berrys	£220.00+VAT	Car Park IH63887
8	Berrys	£1633.66+VAT	Car Park IS62463
9	Berrys	£947.50+VAT	Car Park IH62512

Income received since last meeting

Precept part 2 £6937.50

HFSP GPC £29.29 (Refund for part stationery purchase)

Payments for Authorisation

No.	Name	Amount £	Details
1	A M Drew	£337.45	Clerk's September salary
2	Autela	£44.40+VAT	Payroll Q2
3	HMRC	£253.20	PAYE Q2
4	E Supplies Medical	£83.42+VAT	LC defibrillator pads (Refund to Clerk)
5	P&LC Parish Hall	£48.00	Sparkling wine for toast to the King at the community event on 19 mber. (Amended invoice received)
6	Community Heartbeat Trust	£135.00+VAT	Managed contract for the Sparrington defibrillator

Costs & Income vs Budget

The position with six months of the year almost completed is reasonable. The election costs of £2092 were unexpected and with no reserve will have to be absorbed. Consequently, the Council is currently forecast to have an end of year deficit of £1893. With precept setting due in November/January it would be prudent to

- establish a reserve of £2000 against future possible Parish election costs
- allow for the election costs due in 2023 even if uncontested
- recover the £2000 spent in the election of 31 March 2022 in effect removing the deficit

Taking the above into account and considering the present inflationary economy a precept of £18-20k seems likely, at least for 2023-24.



Line No.	PENCOMBE GPC BUDGET 2022-23	Budget 2022-23	Year to date	Forecast Outturn 31 March 2023	Variance from Budget	Notes
	Income					22 September 2022
1	Precept	13875	13875.00	13875	0.00	
2	Cemetery	1000	0.00	1000	0.00	No income as yet but budget left unchanged
3	Grants	13000	9275.00	13000	0.00	NDP received
4	Other	200	42.46	200	0.00	
5	VAT Reclaim	924	1701.79	1701.79	777.79	
6	Total Income	28999	24894.25	29776.79	777.79	
7	Clerk	4044	1687.45	4044	0	
8	Bank Charges	72	18.00	72	0	
9	Administration	500	2253.90	2500	-2000	£2092 charge for election
10	Insurance, audit, professional	685	260.33	685	0	
11	IT	340	422.89	340	0	
12	Cemetery Rates	329	329.34	329	0	
13	Training and development	200	0.00	200	0	
14	Equipment	500	150.00	500	0	
15	Lengthsman	5500	172.00	5500	0	
16	Maintenance	3500	1945.00	3500	0	
17	HMRC	1000	728.05	1200	-200	
18	NDP	10000	1299.44	10000	0	
19	Other	1200	1794.12	2200	-1000	
	Special Projects					
20	Defibrillators					
21	Little Cowarne	0	0.00	100	-100	New pads
22	Sparrington	150	0.00		150	
23	Pencombe	100	0.00		100	
24	Village Car Park	2500	3083.16	2500	0	
25	Total Expenditure	30620	14143.67	33670	-3050	
26	Reclaimable VAT in expenditure	2000	1478.07	2000	0	
27	Surplus	379	12228.64	-1893.21		

To consider: appointing Cllr. Walsh as a signatory to the Council bank account

Council agreed appointment of Cllr. Walsh as a signatory on the Council bank account

118/22 To receive: a planning report Cllr. Colin Hadley

Planning applications/decisions: No new decisions have been made since the last meeting

New applications

223002 E. Abell & Son Application for prior notification of a proposed agricultural building for use as a straw barn at Broadfields, Little Cowarne.

The meeting was informed that Herefordshire had already agreed that prior approval would not be necessary for this development.

119/22 Lengthsman Scheme/Grass cutting:

To receive: a report on proposed Lengthsman work from Cllr. Tony Brazier.

Cllr. Brazier reported that a number of items needed attention around the Parishes, including trimming vegetation on the corner opposite the cemetery gates along with the routine maintenance of the drainage system. The Lengthsman proposed that an initial two days of

work should be commissioned for work between the village centre east past the cemetery to the Parish boundary.

Cllr. Harrington undertook to check with the locality steward if the trimming of the cemetery vegetation should be undertaken by BB. Council agreed the expenditure

To consider: any work currently required in the Group Parishes

Cllr. Brazier explained the proposal to carry out drainage work on the C1115 just south of the junction with the C1110 using the grant money allocated by Herefordshire Council. The ditch in this area is very vulnerable to traffic pulling into the verge and compressing the ditch. This proposal involves piping the ditch for a length of about 50m and then backfilling. The Lengthsman had quoted the labour cost as £1723+VAT. Lower Hope will support this activity. Council agreed that the project should go ahead.

The Chairman asked the Ward Councillor to try and secure re-surfacing of the road once this drainage project is completed. Currently the road is in a poor state but once this project is completed it would be suitable for re-surfacing.

120/22 Neighbourhood Development Plan

To receive: update on NDP from Cllr. David Legge

Cllr. Legge reported that the call for sites appears to be progressing well and as at 23 September three responses had been received from landowners in and around Pencombe proposing sites for housing development. Once the closing date (30 September) has passed the details of all the responses will be published and then sent to an external agency AECOM for assessment.

During this assessment process AECOM will also consult with the Parish on design codes for the type of housing that residents would be prepared to see and which would be sympathetic to the village of Pencombe. For this purpose, and also to re-establish the excellent momentum around the NDP of a few months ago, a meeting of the steering group will be held in mid-October with details to be announced later. This meeting will be attended by Louise Kirkup, our planning consultant. Louise will also have available the very first draft of the Group Parish NDP and some large-scale maps to help us start thinking about the settlement boundaries. (Settlement boundaries must align with any approved sites since all approved sites must fall within the settlement boundary).

After this meeting the steering group will work to develop the draft NDP into a fuller more explanatory document which ultimately will be subject to a referendum by all Group parish residents.

Councilor Legge reported that he is also starting to forge links with neighbouring parishes (Stoke Lacy and Ullingswick) both of which are further ahead in the NDP process than Pencombe Group Parish Council.

121/22 Provision of a village car park.

To receive: update on design of car park and charges for design changes from Cllr. Tony Brazier.

Cllr. Brazier showed an updated design for the proposed car park which had been received from Berrys. The changes included-

New entrance now from the highway (C1110).

Re-designed pedestrian entrance having two exits from the car park.

Residents suggested a short set of steps across the corner of the pedestrian pathway. Additionally a pedestrian barrier at the bottom of the ramp would reduce the risk to pedestrians.

The revised entrance would require highways input in terms of entrance splays and visibility. It would be necessary to secure the entrance such that stock would be safe.

The Clerk undertook to modify the drawing in line with the above comments.

122/22 Sparrington kiosk

To consider: update from Cllrs. Legge & Brazier on fund raising to refurbish Sparrington kiosk and decision to progress with re-furbishment.

There was enough money pledged to proceed with the re-furbishment and Council agreed that work should be progressed.

123/22 Open session:

123.1/22 To receive: a verbal update from the Ward Councillor

Cllr. Harrington reported on the problems with children's' services and identified that children had been taken into care too early. Mr Justice Keehan had produced a particularly critical report in 2019 around the death of a child in a Birmingham hospital. The result was a Notice of Improvement from Government resulting in a specialist being appointed to direct improvement within Herefordshire. Senior officers including the Chief Executive were removed but the wholesale appointment of replacement teams had not been particularly successful. An OFSTED report in 2022 still found shortcomings although an extra £11.9m had been invested to provide the extra resources needed – mostly additionally social workers. Working with partners such as the Police was also not going particularly well but recently there have been some improvements. Another specialist has been brought in from Dept. of Education and has until the end of December to decide if adequate progress is being made or if the Council should hand over running of children's services to another agency. Mr Mottram recalled his time as a school governor in Hereford nearly 20 years ago when all these issues were visible then and the current Council is trying to resolve a longstanding and deep rooted problem.

The free weekend bus service has now finished but when the scheme operated it ran very successfully. However, the funding available has not materialised though Council is considering other ways of subsidising services

123.2/22 To receive: queries or concerns by local residents on parish matters

No concerns were raised.

124/22 Matters for discussion at the next meeting

No matters were raised at this stage

Date of next meeting Tuesday 25th October 2022

Signed



Chairman

Date

25-10-2022