



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

Tuesday 25th July 2023 at 7.30pm in Pencombe & Little Cowarne Parish Hall

Councillors Present;

Cllr. D Legge

Cllr. T. Burge

Cllr. C. Hadley

Cllr. T. Brazier

Cllr. J. Lewis

In Attendance: Ward Councillor Bruce Baker, Allan Drew Parish Clerk

Members of the Public: 11 members of the public attended

91/23 Apologies for absence

Apologies were received from Cllr. Barrett.

92/23 Declarations of Interest and written requests for Dispensation

None received.

93/23 Approval of minutes of the last meeting.

The draft minutes of the meeting of 27th June 2023 were approved and the Chairman signed the minutes

94/23 Matters arising not otherwise covered in the minutes

The Chairman reported that the Church clock had stopped due to the pendulum suspension spring breaking. Mr Mottram confirmed that the community could fund repairs since the clock is a "public good". However, any contract for the repair would have to be in the name of the PCC. The Chairman would arrange a quote for the repair.

The Chairman also reported that Mrs Legge had requested that the Parish Hall newsletter is in future posted onto the Council website.

Councillor Hadley reported that a large lorry had disrupted the verge in the area of the Little Cowarne kiosk. The Chairman would inspect the area in the next few days.

95/23 Verbal report from the Ward Councillor

Cllr. Baker reported that Herefordshire Council staff are being encouraged to use preferred pronouns.

Childrens' services are now being partnered with Leeds City Council which is considered to have one of the best Childrens' Services departments in the country.

Herefordshire Council Library is moving to make way for a museum. The library is now planned to move to the Shirehall following refurbishment.

At the full Council meeting on the coming Friday there will be a motion to get Herefordshire Council to carbon zero by 2030. Cllr. Baker was sceptical about the possibility but would keep Council informed.

There is a website called Talk Parish which might be useful.

96/23 Queries and concerns from local residents to the Ward Councillor

Cllr. Burge raised the lack of a Pencombe village name on the Pencombe – Bromyard road. Cllr. Baker confirmed that the best route is to contact the Locality Steward since Herefordshire Council should pay for a sign.

Cllr. Legge asked why new buildings did not have solar panels compulsorily fitted. Cllr. Baker agreed they should be fitted on new build and would ask what plans there were for such measures.

97/23 To receive: a planning report from Cllr. Colin Hadley

Cllr. Hadley reported that there were no new applications in the Group Parish since the last meeting. However 224305 – proposed conversion of three barns at Upper House Little Cowarne had been approved with conditions

Date	Planning case no.	Village	Brief description	Consent required	Date to Council	Closing date for comments	Date comments submitted	Status
27 May 2023	231505	LC	2 storey extension	Y	27 June 2023	7 July 2023	18 July 2023	Undecided
16 May 2023	231201	P	Village Car Park	Y	23 May 2023	16 Jun 2023	20 June 2023	Undecided
13 Jan 2023	224305	LC	Re-use of 3 redundant barns	Y	24 Jan 2023	3 Feb 2023	26 Jan 2023	Approved with conditions
7 June 2022	221751	LC	CoL for the residential occupation of the dwelling and detached garage	Y	28 June 2022	6 July 2022	18 July 2022	Appealed non determination

98/23 Parish Hall update.

As the new chair of Trustees Mrs Legge reported that-

At the last meeting on 3rd July the new officers for the Hall were elected as follows-

Chair Janet Legge

Treasurer Susan Drew

Minute secretary Emily Barrett

Maintenance Frank Nicholson assisted by Andrew Hazlehurst

Newsletter Anne Peddar

Some residents had agreed to become "Friends of the Hall" so that assistance could be provided without the need to become a Trustee.

Events were continuing with with LinC lunches, Coffee Mornings, Bnook Club, Gardening Club and Wine Club all being active. The Film Club would re-start in September for its new season.

The new booking system, Hallmaster appears to be going well.

The first village show will be held on the 19 August and help selling draw tickets would be appreciated as well as any help with the event itself.

The next meeting of the Trustees would be on 4 September.

99/23 To receive: a finance report from Cllr. Stuart Barrett. In the absence of Cllr. Barrett The Clerk reported that-

Bank Balances

Bank balance on 20/07/2023 was as follows-

Unity Trust current account £12240.55

Payments made since last meeting.

No.	Name	Amount £	Details
1	A M Drew	363.55	June 2023 salary
2	Mr Ian Pardoe	50.00	Internal Audit fee 2022-23
3	Viking	24.94+VAT	Laminating pouches. Half of this cost will be paid by HFSP
4	D C Gardening Services	520.00+VAT	Grass cutting
5	D C Gardening Services	80.00+VAT	Grass cutting additional
6	HMRC PAYE	272.60	Q1 PAYE
7	X2 Connect	471.75+VAT	Kiosk no. 6 parts for Sparrington & Pencombe
8	Ricky Baker Glazing	260+VAT	For Parish Hall as agreed at April 2023 meeting minute 46/23
	Total		

Income received since last meeting –

27 June 2023	£120.00	Mr & Mrs Hope Field Rent (2 years)
1 July 2023	£250.00	Interment of Mrs V A Marling
1 July 2023	£13.17	National Grid wayleave payment
17 July 2023	£12.46	Laminating pouches HFSP Council

Payments for Authorisation

No.	Name	Amount £	Details
1	Berrys	??	To be discussed under item 102/23
2	A M Drew	363.55	July 2023 salary
3	Autela	48.32+VAT	Q1 payroll
4	Eyelid	100.00	Website support
5	D C Gardening Services	520.00+VAT	Grass cutting
6	D C Gardening Services	80.00+VAT	Grass cutting additional
	Salopian Consultancy	£575.00	Tree survey for car park
	Total	1686.87+VAT	

Council resolved these payments should be made

Council decided to discuss the proposed settlement of the dispute with Berrys at this point in the agenda rather than waiting for item 102/23

Following the decisions made by Council at the last meeting the Clerk held a face-to-face meeting with P J Triplow at Berrys. The Council position was explained and Mr Triplow was sympathetic and understood that funds in a small Parish Council are limited. A compromise position was negotiated, the key points being as follows-

- Invoice IH71898 (£200+VAT) will be cancelled "as a gesture of goodwill."
- Invoice IH 70874 (£ 276.60+VAT) was for work associated with the re-submission of the application to the planning portal and Mr Triplow assures Council the time spent was minimised.
- Invoice IH73046 (£200+VAT) was for monitoring the objections to the application, reading them through and writing to Council asking if they should do further work.
- Berrys are happy that Council takes on the future progress monitoring of the application and that they will only be involved following a Council request and submission of a costed proposal to resolve any issues.

Here is the text of Mr Triplow's note to the Clerk after their meeting-

Subject to payment of our April and June invoices, we are prepared to cancel IH71898, issued on 31st May 2023, as a gesture of goodwill.

Our explanation for the time incurred on the April and June invoices is provided below.

With regard to IH70874, issued on 27th April, we experienced some problems with the validation of the application following submission. This related to payment of the application fee rather than anything we had left out of the application pack. We submitted the application via the Planning Portal in the usual way and a fee email was generated with a link to provide payment. Unfortunately, the link did not work so we had to reupload the application in order to trigger a new link. We invoiced this work on the basis of time spent, as it occurred after the



original submission was made. It thus fell into Stage Four of our scope of works dated 27th August 2001.

Invoice IH73046, dated 11th July 2023, covers the monitoring of the application during June and early July. This monitoring brought to light three objections to the application. My colleague, Immy Platt, read each of these objections then wrote to you on 14th June to ask whether you wanted us to respond to them on your behalf. We have not charged any additional time for reading the objections or for contacting you.

Moving forward, we are agreed that Pencombe Parish Council will monitor the application from hereon in. Berrys will no longer undertake any monitoring and will not charge you for this service from this point forward. Should you wish us to undertake any further work in relation to the application - whatever the nature of this work - Berrys will provide a bespoke fee for your agreement and will only undertake the work once a formal instruction has been received.

The case officer for your application is Jack Dyer. The application reference is P231201/F and Jack's contact details are jack.dyer@herefordshire.gov.uk 01432 260508.

It is recommended that Council has obtained a reasonable settlement with Berrys and should resolve to pay the two invoices currently outstanding.

No further invoices will be received without Council explicitly commissioning work based on a fixed price quotation.

Council then resolved that the outstanding invoices from Berrys should be paid (with the exception of the IH71898).

Council also noted that the Clerk would undertake future monitoring of the application's progress with the Herefordshire Council planning case officer Mr Dyer.

100/23 Lengthsman Scheme/Grass cutting: Cllr. Tony Brazier reported that-

A Lengthsman grant scheme for 2023-24 (and for the subsequent 4 years) has been announced by Herefordshire Council.

The grant is based on the number of kilometres of C & U roads within the Parish boundaries. This amounts to 18.4 km and the grant is £140/km so in total is £2576.00

There is an additional grant available which is match funded and is a maximum of £2576.00 for a "Nominated Task".

This year Council has allocated a budget of £2700 and there is still £3574 outstanding from last year's grant (earmarked for the piping project above New House farm).

If valid projects can be identified then the budget could be used to match fund for a Nominated Task and the base grant can probably deal with routine maintenance work.

The contract has to be returned to Herefordshire by 18 August with details of the annual maintenance plan and the Nominated task. If Council decides to participate in this scheme the Clerk will prepare a draft plan and circulate for approval before the closing date.

An "Expression of Interest" is required and this has already been submitted.

Council discussed some possibilities for the nominated task including improving the ramp exit for the Parish Hall and improving visibility at the corner opposite the cemetery.

Mr Nicholson raised a problem with the growing hedge at the bottom of the Hall ramp which also affected the oil tank. Cllr. Legge commented that he would be prepared to cut the hedge.

The cemetery hedge could also do with some attention.

Cllr. Baker commented that he had a case involving a resident who wished to cut the verge between his property and the highways. BB had advised the resident that a license would be required. On checking Cllr. Baker found that a license could be required but currently Herefordshire Council had not implemented this measure. Cllr. Baker stated he will raise the matter at the next full Council meeting to make permanent the right to cut verges without a license.

Mrs Legge requested that the bank under the Hall should not be mown until the wild flowers had died back. This should be by the end of July. Clerk would inform the Lengthsman.

101/23 Neighbourhood Development Plan

There is still no confirmation that the relevant government department (DLUHC) has opened funding applications for 2023-24. Locality (the grant awarding body) made contact earlier in July and asked that their website is checked several times a week since the fund is expected to open at any time.

AECOM has been asked for an update on the site assessment process and have provided the following information-

Simon has completed the site visits and we are in the process of finalising the draft report. I am on leave next week so am planning to review it the week of 31st July and will be able to send it to you by the end of that week.

I hope that fits with your timescales but please let me know if there are any issues.

It is still the intention to complete the plan this year although several pieces of content remain outstanding for some months. This issue is becoming urgent if the plan is to be completed during 2023-24.

102/23 Provision of a village car park.

See item 99/23



103/23 The Wheelwrights

Cllr. James Lewis had no new developments to report on The Wheelwrights.

104/23 Matters for discussion at the next meeting

None raised.

The meeting closed at 8.23pm

Date of next meeting Tuesday 22nd August 2023

SignedChairman Date.....
W.A. Brazier 22.08.2023