

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

Tuesday 22<sup>nd</sup> August 2023 at 7.30pm in Pencombe & Little Cowarne Parish Hall

**Councillors Present;**

Cllr. D Legge

Cllr. T. Brazier

Cllr. T. Burge

Cllr. C. Hadley

**In Attendance:** Allan Drew Parish Clerk

**Members of the Public:** 4 members of the public attended

**105/23 Apologies for absence**

Cllr. Lewis sent his apologies which were accepted by Council. Ward Councillor Bruce Baker had also sent his apologies.

**106/23 Declarations of Interest and written requests for Dispensation**

None received

**107/23 Approval of the draft minutes of the meeting of 25<sup>th</sup> July 2023**

The draft minutes of the meeting of 25<sup>th</sup> July were approved and signed by the Chairman

**108/23 Matters arising not otherwise covered in the minutes-**

Council had received the resignation of Cllr. Stuart Barrett. Council then declared a vacancy. The Clerk will inform Herefordshire of the vacancy and will post the relevant notices to start the process for a replacement Councillor. Council thanked Mr Barrett for his service over the past 15 months.

The Clerk reported that the Great Collaboration is offering two/three places on a training course titled Carbon Literacy. There was no immediate confirmation from either Council nor attendees and the Clerk would raise the offer at the working group meeting scheduled for the following day.

The Clerk had received a request for a plaque to be installed in the cemetery in memory of Tracey Flower, a daughter of Mrs Green. There is already a grave with headstone for members of the Green family and Council confirmed that the plaque could be installed. The only condition is that the plaque can be mown over.

**109/23 Update from the Ward Councillor**

The Ward Councillor was not present but had asked to be notified of any concerns requiring his attention. Cllr. Hadley raised the issue of the broken barrier on the road outside the White House, Little Cowarne. The damaged area had been screened off but BB needed to repair the area. It was agreed the Clerk would notify Cllr. Baker to try and expedite the repair on safety grounds.

New salt boxes are required at the top of the hill north of the White House Farm, Little Cowarne.

**110/23 Queries or concerns from local residents to the Ward Councillor**

None received though it was noted that there had been no response from Cllr. Baker on the point about solar panels on all new build.

The Clerk informed the meeting that he had asked the Locality Steward to arrange for a new village sign on the Bromyard Road.

**111/23** Cllr. Colin Hadley provided a planning report-

### New applications

**232312 Curlews Rise, Pencombe** Remove porch and replace with a small extension, alterations to the roof over the garage and new front extension to a pitched roof, plus internal alterations, alterations to front garden and new metal shed.

Council examined the plans for the development proposed and concluded that the result would be an improvement to both the external appearance and internal utility of the building. It was agreed to support the application and the Clerk would submit appropriate comments.

Comments later submitted as - *Pencombe Group Parish Council discussed application 232312 (Curlews Rise) at its meeting on 22 August 2023. Council concluded that the proposed development improved both the external appearance and the internal utility of the building and resolved to SUPPORT the application. It is assumed that planning will insert an appropriate condition concerning use of materials to match the existing building.*

### Existing applications

231505	P	Single storey + second storey extension	Approved with conditions
231201	P	Village car park	Undecided
221751	LC	CoL for land adj. 3 Horseshoes	Pending appeal

**112/23 Update on the Parish Hall**

Mrs Legge as the Chair of Trustees reported that –

The first ever Pencombe Show had been held on Saturday 19 August and had been a great success. It was too early to report on actual results but around 200 people had attended and the show categories had been very well supported. Mrs Legge, on behalf of the Trustees, thanked all those involved and it is hoped that the show will become an annual Pencombe event.

A replacement water heater for the kitchen is required.

### General Financial Report.

**113/23** Due to the resignation of Cllr. Barrett the finance report was provided by the RFO-

#### Bank Balances

Bank balance on 18/08/2023 -Unity Trust current account £10155.27-



### Payments made since last meeting.

No.	Name	Amount £	Details
1	Berrys	476.60+VAT	As agreed under 102/23 at July meeting
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	2163.47+VAT	

### Income received since last meeting –

Nil

### Payments for Authorisation

No.	Name	Amount £	Details
1	A M Drew	363.48	August 2023 salary
2	D C Gardening Services	520.00+VAT	July Grass cutting
3	D C Gardening Services	80.00+VAT	Grass cutting additional
4	A M Drew	757.72	Additional hours spent on NDP for 2022-23
	Total	1721.12+VAT	

Total for payment -£1721.12+VAT as appropriate.

Council resolved to make these payments.

### 114/23 Lengthsman Scheme/Grass cutting:

Cllr. Tony Brazier reported on current Lengthsman work.

A new Lengthsman grant scheme has been launched. There are two components-

1. A base grant calculated at £140/km of C & U roads in the parish (£2576)
2. Match funded grant for a Nominated Task up to a maximum grant of £2576.

The Annual Maintenance Plan was the part submitted on 18 August 2023 with the Nominated Task to follow within 8 weeks following discussion with the Locality Steward, Colin Smith.

The Annual Maintenance Plan submitted was as follows-

### Lengthsman Funding Scheme

Lengthsman activities – To be delivered using Lengthsman funding		
Activity	Level of Service or Frequency	Budget
<p>Clearance of drain tops, clearing behind signage, cutting back visual displays, digging out of header walls, entries and exits of highway culverts. Rod blocked drains, if unable to unblock report to BBLP. Clearing of sections of ditch and strimming around salt boxes. All of the above as located on the following roads:</p> <p>C1110, C1114, C1115, C1117, U66000, U66001 and U66003</p> <p>Traffic management included as required.</p>	<p>Once per year with once more if required in some locations</p>	<p>4 days at £500/day to include all plant required and traffic management where necessary.</p> <p>£2000</p>
<p>Cutting back and renovating roadside barrier opposite the Pencombe cemetery entrance</p>	<p>One off</p>	<p>£500</p>
<p>Nominated task to be agreed with the Locality Steward before submission within 8 weeks from 18 August 2023.</p>		<p>TBA match funding up to £2576</p>



Performance Measures		
Measure	Definition	Result
Inspection by the Parish Clerk, Chairman and Locality Steward of work carried out.	Work visibly completed to the satisfaction of the Council/Locality Steward.	

Herefordshire Council allocated funding	£2500 plus any contribution to Nominated Task
---	---

## Parish Employed Lengthsman

To be completed by the parish

Lengthsman Planned Activities – To be carried out using precept or other funding avenues		
Activity	Level of Service or Frequency	Budget
Grass cutting in the public realm- <ul style="list-style-type: none"> <li>• Pencombe Village Pound &amp; Corner</li> <li>• Pencombe Bus Stop</li> <li>• Pencombe Causeway Footpath</li> <li>• Pencombe &amp; Little Cowarne Parish Hall</li> <li>• Pencombe Cemetery</li> <li>• St John's Churchyard, Pencombe</li> <li>• Ground around the Parish Hall</li> </ul>	7 cuts per year March-September at £520/cut	£3640
Nominated Task to be agreed with the Locality Steward within 8 weeks of 18 August 2023	One off project	Up to £2576 match funded by Herefordshire Council.

Performance Measures		
Measure	Definition	Result
Inspection by the Parish Clerk, Chairman and Locality Steward of work carried out.	Work visibly completed to the satisfaction of the Council/Locality Steward.	



The Nominated Task is subject to discussion and agreement with the Locality Steward, Colin Smith. At present a suggested task is to concrete the area at the bottom of the Parish Hall ramp where Faggotts Lane meets the highway. Last year the Locality Steward asked Council to improve this area and a temporary fix was put in place. This grant could provide a permanent solution if it can be agreed with Colin Smith. The project will also enhance the accessibility of the Hall for those with disabilities.

### 115/23 Neighbourhood Development Plan

Cllr. David Legge reported on the NDP-

The draft report on the possible development sites has been received from AECOM. As expected sites have been graded –

- Red (unsuitable and not to be progressed further)
- Amber (may be suitable subject to discussion/assessment by Herefordshire Council Planning)
- Green (suitable for development)

### PENCOMBE & LITTLE COWARNE NEIGHBOURHOOD DEVELOPMENT PLAN SUMMARY OF DRAFT SITES ASSESSMENT REPORT

SITE NO.	ADDRESS	SUITABLE FOR DEVELOPMENT?	TIME FRAME (years)	NO. OF DWELLINGS
P1	Old Crosses	Amber	6-15	1-2
P2	Land west of Burghope Orchard	Amber	16-20	1-2
P3	Land at Burghope Orchard	Amber	6-10	3
P4	Loden View	Red		
P5	Old Post Office	Red		
P6	Land adjacent to Poppybank	Amber	0-5	12
P7	Land north and east of New House Farm	Amber	0-10	15
P8	Land north of Springfield, Risbury Road	Red		
P9	Land behind New House Farm Bungalow	Amber	0-5	20
P10	Land north of New Crosses	Amber	0-5	1
P11	Land on the north side of C1110 opposite Swalcliffe House to Telephone Exchange	Red		
P12	Land on the south side of C1110 adjacent to the Telephone exchange, running east	Amber	0-5	3
P13	Land east of C1117 Pencombe to Gasbage Road and south of Loden View	Amber	0-5	1-2
P14	Cotswold House	Amber	0-5	2
P15	Land west of Court Farm	Red		
P16	Land south of Old Rectory, Bromyard Road	Red		



### NO. OF DWELLINGS POSSIBLE WITHIN 20 YEARS

SITE NO.	ADDRESS	0-5 YEAR	6-10 YEARS	11-15 YEARS	16-20 YEARS
P1	Old Crosses			1-2	
P2	Land west of Burghope Orchard				1-2
P3	Land at Burghope Orchard		3		
P6	Land adjacent to Poppybank	12			
P7	Land north and east of New House Farm		15		
P9	Land behind New House Farm Bungalow	20			
P10	Land north of New Crosses	1			
P12	Land on the south side of C1110 adjacent to the Telephone exchange, running east	3			
P13	Land east of C1117 Pencombe to Gasbage Road and south of Loden View	1 - 2			
P14	Cotswold House	2			
	<b>TOTAL</b>	<b>39-40</b>	<b>18</b>	<b>1-2</b>	<b>1-2</b>



Clearly the level of housing development possible across the assessed sites is high by historic standards of Pencombe. Other factors will need to be considered such as drainage, electricity, road connectivity and even public transport. Also the emerging Local Plan for Herefordshire will have a strong bearing on the eventual outcome.

It was agreed that a village meeting was required to publicise the site information and also to present the first draft of the NDP. Cllr. Legge had some commitments so the date was settled as Monday 18<sup>th</sup> September. (Note: the Clerk was unable to complete all the work required and has had to re-schedule the meeting)

### 116/23 Provision of a village car park.

Cllr. Tony Brazier reported on the design of car park.

Following the new arrangements with Berrys for providing updates, the Council has contacted the Planning case officer, Mr Jack Dyer.

Mr Dyer has stated that he is awaiting the last piece of information from Transport, a statutory consultee. Mr Dyer states-

*I am currently awaiting comments from our Highways engineer to address concerns received regarding highways safety and access. Once this has been received, I will let you know and I can progress with determining the application.*

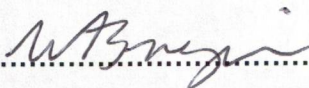
Transport was first consulted in May and the case officer has been asked for the reason for this dual consultation.

### 117/23 Matters for discussion at the next meeting

Date of next meeting Tuesday 26<sup>th</sup> September 2023

The meeting closed at 8.30pm

Chairman.....



Date.....

26-09-2023