



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

Tuesday 22 October 2024 at 7.30pm in Pencombe & Little Cowarne Parish Hall

Councillors Present;

Cllr. J. Lewis	Cllr. T. Brazier
Cllr. C. Hadley	Cllr. D. Legge
Cllr. T. Burge	Cllr. P. Thomas

In Attendance: Allan Drew Parish Clerk

Members of the Public: 8 members of the public attended.

139/24 To receive: apologies for absence

All Councillors were present. Cllr. Baker sent his apologies.

140/24 To receive: Declarations of Interest and written requests for Dispensation

None received

141/24 To receive and approve: the draft minutes of the meetings of 24 September 2024 were approved and signed by the Chairman.

142/24 To receive: Matters arising not otherwise covered in the minutes.

As agreed at the previous meeting a quotation had been requested from Adrian Hope Tree Services. That quotation had now arrived and is for £175+VAT. Council agreed that the work should go ahead and the Clerk would instruct Adrian Hope Tree Services.

143/24 To receive: a verbal update from the Ward Councillor

Cllr. Baker was not present but the Clerk had received a short message from him on flooding as follows-

Herefordshire Council is calling for people whose properties have flooded recently to get in touch.

Over the past week, many communities across the county have been affected by flooding. The council is asking those who have suffered property flooding to report it and share any images or videos on our website. This is part of our ongoing effort to understand the full impact of such weather events and to ensure we can respond and support those affected within our communities.

For the latest updates, please keep checking the Herefordshire Council website and follow @HfdsCouncil on Facebook and Twitter. Find out more about the support and guidance available on our website.

144/24 To receive: queries or concerns from local residents to Council & Ward Councillor

Cllr. Hadley raised two matters-



Flooding on the Pencombe/Bromyard road which in some locations is a very common occurrence. The Clerk would write to Bromyard & Winslow Council asking that some remedial action is taken

The right turn off the A465 onto the C1117 road leading to Little Cowarne is somewhat of a traffic hazard due to the blind bend/hill just beyond this right turn. Cllr. Hadley understood that Stoke Lacy PC are trying to have the area improved and Council asked that the Clerk write to Stoke Lacy PC offering support in this matter.

Mr Russell Stevens from Bodenham raised the subject of a grant application to purchase the Wheelwrights Inn. He referred to two matters-

A comment made by the Chairman which Mr Stevens took to be disrespectful to the Clerk. The Chairman had no recollection of the incident but, if it was the case, then he apologised.

What progress is being made in applying to the Community Ownership Fund for a grant to buy the pub? Mr Stevens reported that he had met the Clerk and Cllr. Brazier on 13 September to discuss plans for buying the pub. He further enquired why the Parish Council was not apparently supporting the project particularly as regards gauging the village appetite for purchasing the pub.

Mr Stevens also expressed his concern that the Chairman lived next door to the pub and an outsider might conclude that the apparent lack of action from the Community Benefit Society was linked to this proximity. The Chairman reminded Mr Stevens of the amount of work and personal expense he had put into the Community Benefit Society which should be sufficient demonstration of his good faith.

Cllr. Brazier summarised the history of the Council's involvement with the pub purchase which ended with a decision that the Parish Council would not be involved with the purchase. In fact only very recently were Parish Councils even allowed to submit grant requests. A major barrier to progress has been the constant changes to the asking price for the pub – many of the prices put purchase out of reach since they were well beyond any reasonable valuation.

Mr Stevens maintained that the Council nevertheless should be finding out if the residents actually wanted the Community Benefit Society to actually buy the pub but both Cllr. Burge and Cllr. Legge pointed out that this had already taken place and the village was prepared to purchase the pub using the grant.

Cllr. Hadley mentioned the restoration costs which would be additional to the purchase price.

The Chairman stated the Community Benefit Society was watching the funding situation carefully and with the budget due on 30 October, that should provide some clarity on whether the grant applications (due to open on 6 December) would go ahead.

Mr Stevens accepted that it was reasonable to await the budget but assuming the grant was open he would expect to see rapid progress made with an application. The Chairman told Mr Stevens that in fact a grant application had already been prepared as far as possible, given that the prospectus for round 4 had not actually been finalised.

Mr Stevens then left the meeting.

Cllr. Brazier recounted the poorly managed sequence of events surrounding attempts to clear the drains opposite the Wheelwrights. There had been three attempts to clear the drains all to no avail, including a road closure for over 11 days. Some residents present recounted the inefficient working of the teams carrying out the work. The ongoing saga of large drains trying to empty into smaller drains was discussed again but a solution would be expensive (estimated at £100k) and unlikely to take place.

145/24 To receive: a planning report from Cllr. Colin Hadley

New applications



242495 Application for Prior Approval Hennerwood farm

General purpose agricultural building for stock housing and storage. Comments not required

Existing applications

There are no undecided applications other than 242495

146/24 To receive: an update on the Parish Hall

Mrs Legge reported that-

- LinC lunch on 5 October was successful.
- The next LinC lunch would be on 2 November and would be followed by a film.
- Mrs Legge and Mr Nicholson had attended a village Hall networking event at Holme Lacy hall. It had been a useful exchange and it emerged that many village halls were now running pub nights. There had been a draw and Mrs Legge reported that Pencombe had won the first prize which is a free "health check" for the hall.
- The pub nights are now seven weeks old and are bringing in worthwhile income. Mrs Legge thanked all those who made the evenings a success. She asked anyone to come forward with ideas to make these events even more successful. Mr Nicholson mentioned that the "Beefy Boys" would have come to a pub night but parking was not adequate. However, if the car park is completed they would come then. A note for the car park design – a 32amp electric would be required.
- The next Trustees meeting is on Monday 28 October at 7pm.

147/24 Finance To receive: a finance report from Cllr. Paul Thomas

Cllr. Thomas reported that-

Bank balance on 17/10/2024-Unity Trust current account £15254.49



Q2 Banking Reconciliation

PGPC CASHBOOK 2024-25						
Date	Details	Receipt	Payment	Classification	VAT	Running Balance
01/07/2021	Balance carried forward	15001.46				15001.46
01/07/2024	M C Hope & Son field rent	120.00		Other Income		15121.46
04/07/2024	Eyelid		100.00	IT		15021.46
04/07/2024	D C Gardening Services SI 1889		624.00	Maintenance		14397.46
04/07/2024	Clear Councils Insurance - refund to A M Drew		316.78	professional		14080.68
04/07/2024	A M Drew - Clerk's salary June 2024		363.55	Clerk		13717.13
04/07/2024	Herefordshire Sandblasting		400.00	Pencombe kiosk		13317.13
04/07/2024	X2 Connect		577.16	Pencombe kiosk	20.00%	12739.97
04/07/2024	HMRC PAYE		509.99	HMRC		12229.98
04/07/2024	Viking Direct - Lever arch folders		42.41	Administration	20.00%	12187.57
09/07/2024	W Brazier Pencombe kiosk donation	250.00		Other Income		12437.57
09/07/2024	W Brazier Pencombe kiosk donation	100.00		Other Income		12537.57
16/07/2024	Grant to school PTA		750	Arkwright		11787.57
18/07/2024	Herefordshire Council		165.00	Cemetery rates		11622.57
29/07/2024	Wayleave National Grid	13.17		Other Income		11635.74
29/07/2024	Kiosk sealant - refund to Tony Brazier		14.76	Pencombe kiosk	20.00%	11620.98
29/07/2024	Microsoft 365 refund to A M Drew		148.32	IT	20.00%	11472.66
29/07/2024	Autela payroll 14052		81.86	Administration	20.00%	11390.80
29/07/2024	HALC Internal audit fee H2242		300.00	Insurance, audit	20.00%	11090.80
29/07/2024	Clerk's July salary		512.92	Clerk		10577.88
29/07/2024	DC Gardening Services SI 1924		624.00	Maintenance	20.00%	9953.88
29/07/2024	Non slip paint refund to A M Drew		35.19	Parish Hall		9918.69
22/08/2024	Jon Eastham Bus shelter repair		75.00	Maintenance		9843.69
22/08/2024	Trophy for Pencombe Show		116.24	Other Exp.	20.00%	9727.45
22/08/2024	Refund to Clerk - Flags (x3)		16.20	Other Exp.	20.00%	9711.25
28/08/2024	Clerks August 2024 salary		514.54	Clerk		9196.71
28/08/2024	D C Garden Services SI-1961		624.00	Maintenance	20.00%	8572.71
28/08/2024	D C Garden Services SI-1962		470.40	Maintenance	20.00%	8102.31
28/08/2024	HMRC July payment		128.20	HMRC		7974.11
28/08/2024	HMRC August payment		128.80	HMRC		7845.31
20/09/2024	Herefordshire precept part 2	9150.00		Precept		16995.31
24/09/2024	HFSP contribution to stationery	17.67		Other Income		17012.98
30/09/2024	Service charge		18.00	Bank Charges		16994.98
Jul-Sep	Sub-totals for period	9650.84	7657.32			
	Sub-totals for period (Vert)	9650.84	7657.32			
	Balance check	16994.98	OK			
	Reconciliation	OK	OK			
	Totals for financial year to date	36694.55	29562.21			



Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

1009811510 | 01399

Mr Allan Drew
Pencombe Group Parish Council
The Coach House
Pencombe
Bromyard
HR7 4RL

Date: 30/09/2024

Account Name: Pencombe Group Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20431963

Your arranged overdraft limit is £0.00

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- Email us: us@unity.co.uk
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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/09/2024		Balance brought forward	£0.00	£0.00	£9,711.25
04/09/2024	Faster Payment Debit	B/P to: DC Gardening Serv	£624.00	£0.00	£9,087.25
04/09/2024	Faster Payment Debit	B/P to: DC Gardening Serv	£392.00	£0.00	£8,695.25
04/09/2024	Faster Payment Debit	B/P to: HMRC PAYE	£128.80	£0.00	£8,566.45

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
04/09/2024	Faster Payment Debit	B/P to: HMRC PAYE	£128.20	£0.00	£8,438.25
04/09/2024	Faster Payment Debit	B/P to: A M Drew	£514.54	£0.00	£7,923.71
13/09/2024	Faster Payment Debit	B/P to: DC Gardening Serv	£78.40	£0.00	£7,845.31
20/09/2024	Credit	HCC CREDITORS	£0.00	£9,150.00	£16,995.31
24/09/2024	Transfer	HUMBER FORD STO	£0.00	£17.67	£17,012.98
30/09/2024	Fee	Service Charge	£18.00	£0.00	£16,994.98



The bank statement and the Council cash book reconciled exactly for the quarter ending 30 September and the Chairman and RFO both signed the reconciliation.

Payments

Payments made since last meeting. (Minute 133/24)

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	A M Drew	428.61	0.00	428.61	Clerk's Sept. salary
2	A M Drew	193.90	38.78	232.68	Refund for purchase of 2 salt boxes
3	HMRC PAYE	107.20	0.00	107.20	September 2024 PAYE
4	DC Garden Services	520.00	104.00	624.00	SI 1988 August grass cut
5	DC Garden Services	80.00	16.00	96.00	SI 1989 Little Cowarne grass cut
6	PKF Littlejohn	210.00	42.00	252.00	External auditor fee for 2023-24
7	Unity Trust Bank	18.00	0.00	18.00	Bank charges
	TOTAL	1557.71	200.78	1758.49	

Income received since last meeting –

No.	Name	Amount £	Details
1	HFSP Parish Council	17.67	Contribution to stationery costs

Payments for Authorisation

No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	428.81	0.00	428.81	Clerk's October salary
2	HALC	60.50	12.10	72.60	Annual hosting & domain name charges
3	D C Garden Services	520.00	104.00	624.00	September Pencombe grass cut
4	D C Garden Services	80.00	16.00	96.00	September Little Cowarne grass cut
5	Viking direct	134.77	26.95	161.72	Paper, toner, archive boxes (shared 50% with HFSP Council)
6	HMRC	107.00	0.00	107.00	PAYE October 2024
7	Adrian Hope tree services	175.00	35.00	210.00	Quotation for churchyard tree survey
	TOTAL	1506.08	194.05	1700.13	



Total for payment £1506.08+VAT as appropriate. Council agreed these payments

148/24 Lengthsman Scheme: *To receive:* a report on Lengthsman work from Cllr. Tony Brazier

To receive: update from Cllr. Hadley on possible solutions for replacing and funding the bridge on LC5.

Cllr. Hadley reported that Herefordshire Council had visited the landowner where the bridge on LC5 is situated. As a result the footpath has been closed along with the bridge and that a replacement bridge would be provided in the Spring.

Cllr Brazier reported that the Lengthsman funding (£2756+£1378 matched) has been agreed and a purchase order is being set up by Herefordshire. Likely this means works can pay be paid for during this financial year).

Cllr. Legge had enquired about self-closing gates from a local contractor and found that they could be provided for £250 each.

To consider: any other work required in the Group Parishes.

The application for a grant to restore the Causeway had been made but no response has yet been received from Herefordshire PROW. The Clerk would pursue but Council may have to be prepared to fund this work and it could be done under the Nominated Task which would at least mean half the cost was grant funded,

135/24 Neighbourhood Development Plan *To receive:* update on NDP from Cllr. Tim Bürge

Cllr. Burge reported that

The NDP grant of £4964.00 has been approved but by the date of the meeting it had not been received. (Clerk's note: £4964 was received on 23 October 2024)

The village drop-in session on Design Codes was held on 16 October. The weather was very poor that evening but around 20 residents attended. About five pages of comments were received both positive and negative.

Residents liked-

Emphasis on rural, local, varied housing mix, wildlife and sustainability

Residents did not like-

Red bricks, not sufficient emphasis on rural, absence of specific mention of preserving habitats, flat roofs, heat pumps visible from front and sustainable drainage systems (SuDS) can be unappealing to the eye.

The format was successful and will probably be used again. The same session may also be run again to give an opportunity to those who could not attend the 16 October

136/24 Provision of a village car park. *To receive:* report on the car park from Cllr. Tony Brazier
As of 18 October no more quotations have been received for construction costs. Following suggestions from some Councillors, Balfour Beatty has been asked to provide a quotation. Another organisation which appears to specialise in car parks, Windser Road Surfacing Service has also been approached.



The Clerk is establishing further cost information which are not (currently) included in the construction costs. These further costs are-

- Legal costs of land purchase.
- Provision of EV charge points.
- Provision of covered & secure cycle storage.
- Boundary fencing & stockproofing.
- Planting scheme (boundary fence & bund)
- Create landscape & ecological management plan (LEMP)

Mr Nicholson noted that the planning consent contained a "no lighting" condition. He felt this would present risks for users on the steep bank down from the car park. The Clerk stated that, in his opinion, motion triggered lights for safety purposes would be acceptable but car park wide permanent floodlighting would not.

Cllr. Hadley asked about the safety handrail on the bank. On the one quote received handrails had not been specifically mentioned but they did appear on the plan drawing and would have to be provided.

137/24 Single website for Group Parishes. To receive: from the Clerk, update on combined Hall/Council/village website

The working group has identified six suppliers to carry out the work and the Clerk has written to these six suppliers asking them to provide further information on how they would carry out the project brief and the estimate of pricing. A ZOOM call has been arranged with the three shortlisted suppliers who had responded. A number of the suppliers are prepared to deliver a new site within the stated budget (£750) whilst others have said it cannot be done within the budget stated.

Hopefully by the next meeting a decision can be made with a firm price commitment.

The Clerk also mentioned that a new domain name for the new site was probably necessary, since the current names were specific to the organisation (e.g. Parish Council, Parish Hall etc.) It is desirable that the new name would aim to include both villages in some way.

Mrs Legge would raise the matter at the next Trustees meeting

138/24 To consider: Matters for discussion at the next meeting

No matters were raised but it was agreed that the Clerk would circulate a request for items before the next meeting. He would also update the website asking residents to raise any potential items with their local Parish Councillor.

Date of next meeting Tuesday 26th November 2024

Signed.....Chairman

Date...26/11/24.....

