



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

Tuesday 25th June 2024 at 7.30pm in Pencombe & Little Cowarne Parish Hall

Councillors Present;

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

In Attendance: Ward Cllr. Bruce Baker, Allan Drew Parish Clerk

Members of the Public: 1 member of the public attended.

79/24 To receive: apologies for absence

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

80/24 To receive: Declarations of Interest and written requests for Dispensation

None received

81/24 To receive and approve: the draft minutes of the meeting of 28th May 2024

The minutes were agreed and the Chairman duly signed the minutes

82/24 To receive: Matters arising not otherwise covered in the minutes

The Clerk said he had been asked about raising the matter of the Council sponsoring an "Overall Winner" cup for the Pencombe Show (17 August 2024). The cup would be engraved with the year and winner's name and would be on display in the Parish Hall. It would be awarded each year. Council resolved that a cup should be sponsored and the Clerk would research purchase options at around £150. It was further agreed that the winner's name from the 2023 show would be engraved on the cup as the first holder of the award. The 2023 winner was Colin Hadley of Little Cowarne.

83/24 To receive: a verbal update from the Ward Councillor

The Ward Councillor was absent and no report was received

84/24 To receive: queries or concerns from local residents to Council & Ward Councillor

None received

85/24 To receive: a planning report from Cllr. Colin Hadley

New applications

There are no new applications

Existing applications

240561 Land adj. to Pencombe & Little Cowarne Parish Hall

Proposed car-parking area to serve the village of Pencombe, with access road, pedestrian footpath and landscaping. Revised design of approved permission 231201. **Undecided**

240749 Application for a Lawful Development Certificate

to establish that planning permission DCNC2003/2219/F has been lawfully implemented and is therefore extant. **Undecided**



The Clerk commented that there were a number of objections from residents and asked Councillors if they could try to get residents to write in to planning with supportive comments.

86/24 To receive: an update on the Parish Hall from the Chair of the Hall Trustees
In Mrs Legge's absence Mrs Drew reported that-

- The boiler has been fitted and is working successfully. She thanked the Parish Council and the Arkwright trust for their financial support for the project.
- The Hall AGM will be held at 7pm on Monday 15 July.
- LinC lunch will be on Saturday 5 July and will mark the 25th Anniversary of the opening of the current Hall.

To receive: from the Clerk, update on combined Hall/Council/village website

The Clerk apologised for not yet having time to arrange the meeting due to the pressure of end of year finance work. He will arrange the meeting as soon as possible.

87/24 Finance

To receive: a finance report from Cllr. Paul Thomas
Cllr. Thomas reported that-

Bank balance on 22/06/2024-Unity Trust current account £18434.66

Payments made since last meeting.

No.	Name	Amount £	Details
1	A M Drew	363.55	Clerk's May salary
2	Parish Online	45.00+VAT	Mapping services
3	D C Garden Services	520.00+VAT	April grass cutting
4	Herefordshire Tree	30.00	Annual subscription for Parish tree
5	Mr Eddie Prince	44.22	Refund for materials for work carried
6	Society of Local	148.00	Annual subscription
7	P&LC Parish Hall	22.00	Hire for Design Codes meeting
8	Groundworks	6372.77	Return of unspent NDP grant
9	Grange Heating	1782.60	Hall Boiler payment part 2
10	Herefordshire Council	55.00	Third payment of Business rates for
	TOTAL	9383.14+VAT	



Income received since last meeting –

No.	Name	Amount £	Details
1	P&LC Parish Hall	2217.40	Donation
2	Arkwright Trust	5000.00	Trust funds to facilitate banking
3	P&LC Parish Hall	1782.60	Donation
4	M C Hope & Sons	120.00	Field rent
	TOTAL	9120.00	

The Arkwright trust income is not Council owned but has been received so that the trust can use Council banking arrangements

To consider: payments for authorisation.

No.	Name	Amount £	Details
1	A M Drew	363.55	Clerk's June salary
2	HMRC	509.99	PAYE + NI
3	A M Drew	316.78	Refund for Council Insurance premium
4	D C Garden Services	520.00+VAT	May grass cut
5	Viking Direct	35.34+VAT	Files+ dividers. 50% to HFSP
6	Eyelid	100.00	Website hosting
7	Herefordshire Sandblasting	400.00	For cleaning & painting Pencombe kiosk
8	X2 Connect	398.74+Carriage +VAT	Parts for Pencombe kiosk restoration
	TOTAL	2644.40	

The Clerk reported that following his query on the business rates paid on the cemetery Herefordshire Council had replied that the description of the cemetery held by the business rates team is "Cemetery with premises". He had advised the team that there are no premises and there never had been any. He awaited a further response.

Council was pleased that residents had contributed £500 for restoration of the Pencombe kiosk. Cllr. Brazier would clarify the exact requirements for the new parts.

The payments were authorised by Council.



88/24 Lengthsman Scheme/Grass cutting:

To receive: a report on current Lengthsman work from Cllr. Tony Brazier
Cllr. Brazier reported that-

The Lengthsman had not cleared the non-main powered road signs and had not cut the grass around the salt boxes. (The Clerk can confirm that these services had been requested in the Works Order issued to the Lengthsman in December 2023. However, the Lengthsman's work schedule makes no mention of these tasks and clearly they were not carried out). The Clerk has written to the Lengthsman about this omission and also the matter of the cut daffodils on the Pound.

The Clerk reported that the PROW grant details have arrived and that stiles and gates were included.

89/24 Internal Audit report and amendments to AGAR return

To receive: Internal Audit report from HALC and any amended documents arising and for submission to the External Auditor.

The Clerk summarised the position regarding Internal Audit and that HALC had been engaged to perform the audit function. The results from HALC had been received and there is now a narrow window for Council to approve the various documents and for the RFO to submit these documents to the External Auditor by the deadline of 1 July.

Due to the time constraints the AGAR documents for signature had been distributed separately to Councillors and should now be discussed and signed off.

- Banking reconciliation
- Internal Audit report
- Annual Governance Statement
- Accounting Statement

Each of these documents was discussed and the comments of the Internal Auditor were noted-

- The petty cash transaction for £14.30 was approved by Council
- The Risk Register was now in use and would be reviewed/updated at least once/year.
- More explicit minutes would be kept regarding budget setting before the precept.

The value on the asset register has been re-stated based on purchase price, not depreciated value. The Accounting Statements have been annotated as "RESTATED".

With these qualifications Council reviewed the AGAR 2023-24 and duly signed the documents. The signed documents are in Appendix 1 to these minutes.

90/24 Neighbourhood Development Plan

To receive: update on NDP from Cllr. Tim Burge

Cllr. Burge reported that-

Repayment of the unused grant monies (£6372.77) from 2023-24 has been made.

The first draft of the Design Codes for Pencombe has been received. These codes provide a comprehensive analysis of what makes Pencombe a desirable and attractive village. They highlight a number of characteristics which should be extended into new developments to ensure the village retains/enhances its unique look and feel as an attractive community.

Cllr. Burge and the Clerk will review the report and provide feedback to AECOM. Once the report has been agreed there will be a village workshop to comment on the report and propose any amendments required.

Jane Legge, who provided very helpful assistance in the spring has taken a full-time job and Council is looking for a replacement.



91/24 Provision of a village car park.

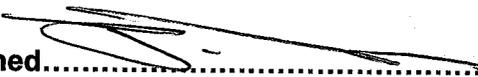
To receive: update on the car park from Cllr. Tony Brazier
There was nothing further to report

92/24 To consider: Matters for discussion at the next meeting.

Cllr. Brazier reported that the bus shelter had been vandalised and damaged. Remedial action would be discussed at the next meeting.

Cllr. Hadley would like to discuss the bridge repair required on LC5. Cllr. Thomas would accompany him to the examination of the bridge.

Date of next meeting Tuesday 23rd July 2024

Signed..........Chairman 23/7/24Date



Appendix 1 Signed AGAR documents

Pencombe Group Parish Council

Financial Year 2023-24

Bank Reconciliation Statement as at end of year (31/3/2024)

Prepared by Allan Drew (RFO)

Date: 17/06/2024

Balance from Bank Statements

Unity Trust current account dated 31/3/2024
Petty cash in hand

	£	£
Balance as at 31/3/2024		9862.64
As at 31/3/2024		<u>26.10</u>
		<u>9888.74</u>

Plus receipts not banked/cleared

0.00

Net balance at 31/3/2024		<u><u>9888.74</u></u>
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The net balance reconciles to the cash books for the year to 31/3/2024 as follows:

Balance in current account cash book

Opening balance at 01/04/2023
Add: receipts to 31/3/2024
Less: payments to 31/3/2024

	12741.73	
	30295.29	
	<u>33174.38</u>	
Net balance at 31/3/2024		<u>9862.64</u>

Balance in petty cash book

Opening balance at 01/04/2023
Add: receipts to 31/3/2024
Less: payments to 31/3/2024

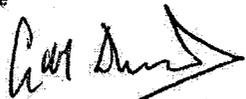
	40.40	
	0.00	
	<u>14.30</u>	
Net balance at 31/3/2024		<u>26.10</u>

All Cash Books

Net balance at 31/3/2024		<u><u>9888.74</u></u>
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Difference

0.00

Signed: 

RFO

Date

25/6/24

Countersigned



Councillor

Date

25/6/24



Annual Internal Audit Report 2023/24

PENCOMBE GROUP PARISH COUNCIL
WWW.PENCOMBEGROUPPARISHCOUNCIL.CO.UK

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No
A. Appropriate accounting records have been properly kept throughout the financial year.		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.		
H. Asset and investments registers were complete and accurate and properly maintained.		
I. Periodic bank account reconciliations were properly carried out during the year.		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments of income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR (see 'not covered').		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023/24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the date(s)).		
N. The authority has complied with the publication requirements for 2022/23 AGAR. (See AGAR Page 1 Guidance Notes).		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 24/06/2024
Name of person who carried out the internal audit: A.C. Audit services

Signature of person who carried out the internal audit: [Signature]
Date: 24/06/2024



Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		Yes means that this authority	
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

02/10/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



Section 2 – Accounting Statements 2023/24 for

PENCOMBE GROUP PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	18,550	12,782	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	13,875	18,300	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,119	11,995	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,596	5,428	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	25,166	27,760	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	12,782	9,888	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	12,782	9,888	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	14,804 <i>RESTATED</i>	14,804	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date: 25/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2024

as recorded in minute reference:

89/24

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]



Pencombe Group Parish Council
Assets Register

ASSET REGISTER - PENCOMBE GROUP PARISH COUNCIL 2023-2024	Purchase cost	Further information
Asset		
Pencombe & Little Cowarne Parish Hall (Custodian Trustee only)	£0.00	
St John's Churchyard, Pencombe (closed churchyard)	£0.00	
War memorial	£25.00	
Notice board - Little Cowarne (purchased 2006/07)	£2,392.37	Donation from Tony Davies of £2400
Bus shelter (purchased 2014/15)	£1,452.00	Replacement notice board
Notice board - Pencombe (purchased 2020)	£390.00	
Computer (purchased 2015/16)	£261.00	Replaced 2022
Brother MFC L2500DW Printer (purchased 2022)	£0.00	
Defibrillator - Pencombe (donated 2016/17)	£1,875.00	
Defibrillator - Sparrington installed 2019	£1,312.00	
Defibrillator - Little Cowarne installed 2020	£146.00	
Parish map (purchased 2016/17)	£100.00	
2 footpath/PROW maps map (purchased 2022)	£50.00	
1 small footpath/PROW map for LC kiosk (purchased 2022)	£4.99	
Footpath Officer high visibility waistcoat (purchased 2017/18)	£6,000.00	
Telephone kiosk no.6 - L. Cowarne (purchased 2018/19) Restored 2021	£1.00	
Telephone kiosk no.6 - Pencombe (purchased 2022)	£1.00	
Bench - The Pound, Pencombe	£125.00	
Bench 1 - St John's Churchyard, Pencombe supplied 2022	£125.00	
Bench 2 - St John's Churchyard, Pencombe supplied 2022	£540.00	
Bench 3 - St John's Churchyard, Pencombe	£1.00	
Bench - Post Office, Pencombe	£1.00	
Bench - Causeway, Pencombe	£1.00	
Bench - Causeway, Pencombe	£1.00	
Bench - Cemetery, Pencombe	£1.00	
Total asset values	£14,804.36	

As at May 2024 the insurance cover provided by Aviva is sufficient to cover these asset valuations