



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

Tuesday 23rd July 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

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

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

93/24 To receive: apologies for absence

Cllr. Thomas had sent his apologies and could not attend due to illness.

94/24 To receive: Declarations of Interest and written requests for Dispensation

None received

95/24 To receive and approve: the draft minutes of the meeting of 25th June 2024

The minutes were agreed and the Chairman duly signed the minutes

96/24 To receive: Matters arising not otherwise covered in the minutes

No matters were discussed.

97/24 To receive: a verbal update from the Ward Councillor

Cllr. Baker reported that-

- £3.6m has been allocated for surface dressing of C & U roads around the County.
- Free meals would be provided for primary school children during the school holidays.
- The chief accountant at Herefordshire Council Andrew Lovegrove is retiring shortly.
- The recent Parish Councils' summit was very successful and well attended. Another event will be held in October.
- COVID cases are rising around the county and hospital admissions had risen slightly.
- Herefordshire Council is providing support for unpaid carers.
- The deputy Prime Minister is encouraging Councils to join together as a cost saving initiative.
- Rishi Sunak is stepping down as leader of the Conservative Party and a new leader will be elected in November.
- Repair to the damaged railings at Little Cowarne had been urged with BB but no response had yet been received.

98/24 To receive: queries or concerns from local residents to Council & Ward Councillor

Cllr. Legge asked if roads would be repaired before the surface dressing and Cllr. Baker confirmed that the roads would be repaired.



Cllr. Legge also queried if there was any progress on the A49/A417 junction but no information had been received from National Highways.

99/24 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.

Approved

100/24 To receive: an update on the Parish Hall from the Chair of the Hall Trustees
Mrs Legge reported that-

- The silver anniversary event at the Hall had gone very well with recollections of events 25 years ago and a collection of photographs showing the Hall being built and used over the years.
- The AGM was held on 15 July and Trustees were appointed/re-appointed as follows-

Chair	Janet Legge
Minute secretary	Emily Barrett
Treasurer	Eddie Prince
Maintenance	Tim Mobey
- Janet & Susan Drew had attended a meeting with an organisation (Our Community Can...) based in Worcester which had funding available to support rural communities through promoting local events such as art classes, fitness sessions etc. A questionnaire would be sent out to establish local interest.
- On 14 September a live screening of Last Night of the Proms would be held cost £10/head.

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

The Clerk reported that the website working group (Allan Drew, Tim Burge & Karen Hodges) had met and produced an outline schedule of requirements for the proposed combined website. The aim is to create one central point for all information about the Group Parishes. The next task is to establish a list of possible suppliers who could make the site. The Clerk had published an online request for inviting potential suppliers to get in touch and had received over 20 responses which would now have to be studied to select a suitable company to undertake the work.

Council was in agreement that the approach outlined was satisfactory.



101/24 Finance

To receive: a finance report from the Clerk

Bank balance on 18/07/2024-Unity Trust current account £12372.57

Payments made since last meeting.

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	480.97 +VAT	Parts for Pencombe kiosk restoration
9	Herefordshire Council	165.00	Balance on Cemetery business rates
	TOTAL	2891.63+VAT	

Income received since last meeting –

No.	Name	Amount £	Details
1	Various	500.00	Resident donations for Pencombe kiosk restoration



Payments for Authorisation

No.	Name	Amount £	Details
1	A M Drew	512.92	Clerk's July salary incl. arrears on 10% hours increase from 1 April 2024
2	Autela	68.22+VAT	Payroll April-July 2024
3	A M Drew	36.19	Refund for non-slip paint
4	D C Garden Services	520.00+VAT	June grass cut
5	A M Drew	123.60+VAT	Microsoft 365 suscription
6	HALC	250.00+VAT	Internal audit fee
7	W Brazier	12.30+VAT	Refund for mastic purchased for kiosk restoration.
8			
	TOTAL	1523.23+VAT	

Total for payment £1523.23+VAT as appropriate.

Council agreed these payments.



Q1 banking reconciliation 2024-25

PGPC CASHBOOK 2024-25						
Date	Details	Receipt	Payment	Classification	VAT	Running Balance
01/04/2024	Balance brought forward	9862.64				9862.64
03/04/2024	HMRC		272.6	HMRC		9590.04
03/04/2024	Clerk's March 24 salary		363.55	Clerk		9226.49
03/04/2024	D C Gardening Servs SI-1783		300.00	Lengthsm	20.00%	8926.49
03/04/2024	Jane Legge		225.00	NDP		8701.49
03/04/2024	A M Drew refund for rubber paint		73.13	Parish	20.00%	8628.36
05/04/2024	Karen Davis	50.00		Other		8678.36
05/04/2024	Drain Doctor		1176.00	Lengthsm	20.00%	7502.36
11/04/2024	D C Gardening Services SI-1811		1044.00	Lengthsm	20.00%	6458.36
19/04/2024	Herefordshire Council	9150.00		Precept		15608.36
26/04/2024	Grange Heating 2435		1782.60	Parish	20.00%	13825.76
26/04/2024	Clerk's April 24 salary		1024.95	Clerk		12800.81
26/04/2024	David Legge		52.05	NDP		12748.76
26/04/2024	Autela		78.33	Administ		12670.43
26/04/2024	Car park planning application refund to Clerk		289.00	Village		12381.43
30/04/2024	HMRC VTR	3467.71		VAT		15849.14
03/05/2024	Herefordshire Cemetery rates		54.34	Cemetery		15794.80
14/05/2024	Herefordshire L/man grants	5026.00		Grants		20820.80
21/05/2024	N C Pegler: Masons	200.00		Cemetery		21020.80
23/05/2024	Graoundworks return of unspent grant		6372.77	NDP		14648.03
28/05/2024	Parish Hall	1782.60		Other		16430.63
29/05/2024	Grange Heating 2435		1782.60	Parish	20.00%	14648.03
30/05/2024	SLCC M/ship		183.00	Insuranc		14465.03
30/05/2024	Geosphere (Parish online)		54.00	Administ	20.00%	14411.03
30/05/2024	Herefordshire Cemetery rates		55.00	Cemetery		14356.03
30/05/2024	Refund Mr Price Parish Hall drain works		44.22	Parish	20.00%	14311.81
30/05/2024	Subscription to H/shire tree warden network		30.00	Insuranc		14281.81
30/05/2024	Clerk's May 2024 salary		363.55	Clerk		13918.26
30/05/2024	DC Gardening Services SI 1855		624.00	Maintena	20.00%	13294.26
30/05/2024	Parish hall hire Design Codes		22.00	NDP		13272.26
03/06/2024	Herefordshire Council Cemetery Pmt No. 3		55.00	Cemetery		13217.26
06/06/2024	Arkwright Trust	5000.00		Arkwright		18217.26
10/06/2024	Arkwright grant to Hall		2000.00	Arkwright		16217.26
17/06/2024	Parish Hall	2217.40		Other		18434.66
25/06/2024	Grange Heating 2435		3565.20	Parish	20.00%	14869.46
27/06/2024	Vanfridge: P/combe kiosk donation	150.00		Other		15019.46
30/06/2024	Service charge		18.00	Bank		15001.46
Apr-Jun	Sub-totals for period (Horiz)	27043.71	21904.89			
	Sub-totals for period (Vert)	27043.71	21904.89			
	Balance check	15001.46	OK			
	Reconciliation	OK	OK			
	Totals for financial year to date	27043.71	21904.89			



Your Account Statement

1883991010188
Mr Allen Drew
Pencombe Group Parish Council
The Coach House
Pencombe
Barnyard
HR7 4HL

Date: 30/06/2024

Account Name: Pencombe Group Parish Council

SWIFT Code (BIC): NWBKGB2L

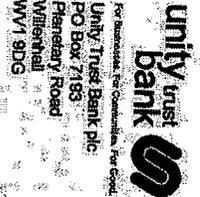
IBAN Number: GB93NWBK6022571418024

Sort Code: 609301

Account Number: 20431963

Your arranged overdraft limit is £0.00

Contact Us
Call us: 0345 140 1000
Email us: us@unity.co.uk
Visit us: unity.co.uk



Our annual interest overdraft charge also above payable to a bank account for 28 days to find out more read our overdrafts key features document and our standard service card available at www.unity.co.uk

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2024		Balance brought forward	£0.00	£0.00	£13,217.26
06/06/2024	Credit	Credit 0000006	£0.00	£5,000.00	£18,217.26
10/06/2024	Faster Payment Debit	B/P to: FLOPH	£2,000.00	£0.00	£16,217.26
17/06/2024	Credit	Pencombe Libs	£0.00	£2,217.40	£18,434.66

For Businesses, For Communities, For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered in England and Wales no. 07726340. Registered office: One Bank Square, London, E14 9PU. Our company registration number is 06545033. Our VAT number is 9508 5596.



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Date	Type	Details	Payments Out	Payments In	Balance
25/06/2024	Faster Payment Debit	B/P to: Garage Heating	£3,965.20	£0.00	£14,459.46
27/06/2024	Credit	YANFERDISE LTD	£0.00	£150.00	£15,009.46
30/06/2024	Fee	Service Charge	£18.00	£0.00	£15,001.46

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Signed.....(RFO)

Signed.....(Chairman)

Date.....



Q1 Budget monitoring

Income

Line No.	PENCOMBE GPC BUDGET 2024-25	Outturn 2023-24	Budget 2024-25	Year to date 2024-25	Forecast Outturn 31 March 2025	Variance from Budget	Notes
Income							
1	Precept	18300.00	18300	9150.00	18300	0.00	
2	Cemetery	700.00	700	200.00	700	0.00	
3	Grants	7615.00	12000	5026.00	11500	-500.00	NDP-£7000; Annual mtce.- £2576; Nom. Task £2576
4	Loans	0.00	40000	0.00	40000	0.00	Loan for carpark land purchase and initial construction
5	Other Income	345.63	4800	4670.00	4800	0.00	Boiler, field rent & Pencombe kiosk donations
6	VAT Reclaim	3334.66	3064	3467.71	3467	403.00	
7	Total Income	30295.29	78864	22513.71	78767.00	-97.00	

- Income is much higher in 2024-25 than previous years mainly due to a loan (line 4) to build the car park
- Grant money (line 3) £5026 was received this year for last year's work
- Donations for the Hall boiler & Pencombe kiosk have raised Other Income (line 4) considerably

Overall income is currently very close to budget

Expenditure (day to day)

Line No.	PENCOMBE GPC BUDGET 2024-25	Outturn 2023-24	Budget 2024-25	Year to date 2024-25	Forecast Outturn 31 March 2025	Variance from Budget	Notes
Expenditure							
8	Clerk	3998.38	4600.00	2115.60	4600.00	0.00	Salary award arrears & 10% hours uplift
9	Bank Charges	72.00	72.00	18.00	72.00	0.00	
10	Administration	617.23	750.00	158.67	750.00	0.00	
11	Insurance, audit, professional	1011.70	1000.00	529.78	1012.00	-12.00	Internal & external auditor £460
12	IT	100.00	750.00	100.00	100.00	650.00	Windows 10 out of support, new PC needed
13	Cemetery Rates	329.34	329.00	329.34	329.00	0.00	Currently under challenge
14	Training and development	230.98	0.00	0.00	0.00	0.00	
15	Equipment	0.00	0.00	0.00	0.00	0.00	
16	Maintenance	4135.00	4200.00	1144.00	4200.00	0.00	Grass cutting
17	HMRC	1430.17	1500.00	782.59	1500.00	0.00	Salary award & 10% uplift in hours
18	Other Exp.	667.44	100.00	0.00	100.00	0.00	
19	TOTAL Day to DAY	12592.24	13301.00	5177.98	12663.00	638.00	

- Day to day costs have risen somewhat mainly due to buying new PC. Current PC is 9 years old and cannot be upgraded to Win 11. Win 10 goes out of support in 2025.
- Clerk's hours risen by 10% due to additional grant related work and audit preparation.

Special projects expenditure



Line No.	PENCOMBE GPC BUDGET 2024-25	Outturn 2023-24	Budget 2024-25	Year to date 2024-25	Forecast Outturn 31 March 2025	Variance from Budget	Notes
	Special Projects						
20	NDP	6648.06	8000	6671.82	8000	0.00	Assumes grant of £7000, Council £1000
21	Lengthsman	6640.00	10000	2100.00	10000	0.00	Increase due to expected drainage grant likely received
22	Pencombe kiosk	1116.75	900	880.97	900	0.00	Mostly complete - July 2024
23	Village website	0.00	500	0.00	500	0.00	Estimated cost, yet to be commissioned
24	Village Car Park	2618.30	40000	289.00	40000	0.00	Will track loan income
25	Parish Hall	508.80	6000	6039.79	6500	-500.00	Boiler purchase + maintenance allowance (£500)
26	Loan repayments	0.00	1500	0.00	1500	0.00	250/month for 6 months. £40k over 25 years at 5.25%
27	TOTAL SPECIAL PROJECTS	17531.91	66900	15981.578	67400	-500	

- Most projects are getting underway so have been shown as meeting budget.
- Lengthsman is much higher than usual reflecting work to earn grant monies.
- Loan repayments anticipated to start September/October onwards

Summary

Line No.	PENCOMBE GPC BUDGET 2024-25	Outturn 2023-24	Budget 2024-25	Year to date 2024-25	Forecast Outturn 31 March 2025	Variance from Budget	Notes
7	Total Income	30295.29	78864	22513.71	78767.00	-97.00	
19	TOTAL Day to DAY	12592.24	13301.00	5177.98	12663.00	638.00	
27	TOTAL SPECIAL PROJECTS	17531.91	66900	15981.578	67400	-500	
28	TOTAL EX-VAT EXPENDITURE	30124.15	80201	21159.56	80063	138	
29	Reclaimable VAT on expenditure	3064	7600	1844.22	7600	0	Normal 2800; Car pk 3200; L/man 1600
30	Total Expenditure	33188.15	87801	23003.78	87663	138	
31	Surplus	-2892.86	-8937	-490.07	-8896.00	41.00	

- Direct trading loss of ~£9000 (line 31). However, Lengthsman expenditure is high to "earn" grants.
- VAT (re-claimable) is also high due to car park expenditure.
- VAT re-claim plus grant receipts will eliminate trading loss but unlikely in-year

CONCLUSION Income and costs are much higher than previously due mostly to car park construction. There is likely to be more construction costs this year (if progress is good) or next year if progress is slower. Making allowance for the size of the tasks ahead the budget and spend looks realistic.



102/24 Lengthsman Scheme/Grass cutting:

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

PROW Hereford have given a positive view on repairing the edge of the Causeway to prevent further erosion. They would like to receive plans and costings.

Council has received a estimate of £75 to repair the damage to the bus shelter caused by vandals. Council should discuss and decide on action required.

The bank above the school car park is very overgrown and the school has agreed that Council could tidy up the area if it wished to. The Lengthsman would be asked to cut the area and the waste would be removed by local volunteers. (Note: later it was suggested that local volunteers would also cut the bank so the Lengthsman was not instructed).

Councillor Hadley has installed the stile on footpaths LC5/13. As regards the bridge it measures 6m so a kit could be purchased. PROW would be asked if they are prepared to fund the bridge and the Parish would then install it.

He had met members of the Ramblers Association who stated that, if asked, they could organise a working party to clear paths, erect stiles and other useful maintenance work on PROWs.

103/24 Neighbourhood Development Plan

To receive: update on NDP from Cllr. Tim Burge

Cllr. Burge reported that-

The grants for 2024-25 are now open and an application will be made in the next 2 weeks.

Early activities will include a village meeting on the Design Codes work and deciding a settlement boundary.

With the change of Government planning policies and procedures are in considerable flux so making good progress this year could be advisable.

It is possible that an experienced planner (retired) has been found to replace Jane Legge. Discussions are underway.

Cllr. Legge mentioned that in fact Jane Legge was still keen to continue with her work on the NDP and the Clerk would contact her to see what support she might be able to provide.

104/24 Provision of a village car park.

To receive: update on the car park from Cllr. Tony Brazier

A planning officer – Jack Dyer – has been allocated to the revised car park application. Mr Dyer dealt with the earlier application which resulted in consent



As yet there are no supporting comments on the application although as previously reported the statutory consultees have no objections to the proposals.

Early negotiations are underway to secure a 25-year loan to build the car park and Council will be updated once these negotiations have reached a suitable stage.

The Chairman summarised that the budget should be established and the Clerk confirmed that once the costs were known then a re-consultation with the residents would be required if these costs exceeded the estimates of what had been agreed at Council when the car park project started. Cllr. Hadley took the view that "six people sitting here did not have the right to put the village into debt" although it was made clear that when the village meeting was held a loan was the only way the car park could be built. The residents present (over 100) had overwhelmingly voted to support the project. Other residents present gave their personal views on the project and it was alleged that many residents have misgivings about the project and its costs. The Clerk pointed out that currently the Hall receives an annual subsidy of, on average, £2000/year from the community and the point about the car park is that the Hall should then be able to operate subsidy free by running larger and more frequent events.

A vote was taken and it was agreed that the quotations would be obtained from contractors and these costs would be presented at a village meeting seeking authority to proceed.

Unfortunately this decision was unlawful since it was not in line with the meeting agenda which was "to receive an update". The vote does not stand and the matter is the subject of an extra ordinary meeting held on 1 August

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

Date of next meeting Tuesday 27th August 2024

Signed.....ChairmanDate

27/8/24