



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

Tuesday 28 January 2025 at 7.30pm in Pencombe & Little Cowarne Parish Hall

Councillors Present;

Cllr. J. Lewis Chairman

Cllr. D. Legge

Cllr. T. Brazier

Cllr. T. Burge

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

Members of the Public: 13 members of the public attended.

1/25 To receive: apologies for absence

Apologies were received from Cllrs. Thomas & Hadley

2/25 To receive: Declarations of Interest and written requests for Dispensation

None received

3/25 To receive and approve: draft minutes of the meeting of 26th November 2024

The draft minutes of the meeting on 26th November 2024 were approved and signed by the Chairman. It was noted that some of the content provided by Mr Foster had not been circulated and would be attached to the approved minutes prior to publication.

4/25 To receive: matters arising not otherwise covered in the minutes

No matters were raised.

5/25 To receive: a verbal update from the Ward Councillor

Cllr. Baker reported that-

- Plans for combining County/Unitary Councils into "super Councils" are emerging from Government. Such Councils would have around 1.5m residents, managed by a Mayor as Strategic Mayoral Authorities. No selection of Mayors has yet been decided. As yet there are no firm decisions on how such a combination of Councils would happen for Herefordshire.
- Herefordshire is proposing a Council Tax increase of 4.99% for 2025-26.
- Lugg Valley bus services have ceased trading but the future of their services is currently uncertain.
- The NPPF has been reviewed again and NDPs older than 5 years will now have no weight in planning decisions. This topic generated some discussion in Council and with the residents and it was agreed that it was worth pressing on with the NDP to provide as much local influence as possible when the large number of new houses are being
- There is a new Code of Conduct for County/Ward Councillors.

6/25 To receive: queries or concerns from local residents to Council & Ward Councillor

Cllr. Legge asked how the re-surfacing program is decided. Cllr. Baker replied that more funding from Government was on its way to ramp up re-surfacing. Also traffic lights are likely to be installed at the A49/A417 junction. However, there is no date yet from National Highways.

Mrs. Hazlehurst raised the issue of Community First Responders (based in Bromyard and covering the area within five miles of the town). These first responders (CFR) can provide rapid medical intervention (trained to 1st year paramedic level) when ambulances would be slow to arrive. Once CFRs are trained they then have to be self-funding. CFRs can be dispatched by the 999 service if an ambulance is not immediately available.

She also mentioned that CPR training could be provided by an acquaintance who had carried out such work for the West Midlands ambulance service. She would be happy to provide CPR training for the Parishes.

The Chairman commented that it would be worth checking what other Councils are doing to support CFRs and also that it would be possible to hold fund raising events such as at pub night etc.

Mrs. Peddar voiced her concerns about less able residents having difficulty moving around Pencombe. There are no continuous pavements or footpaths around the village to help residents move around safely. She hoped the Council could consider any improvements to help these residents. Cllr. Brazier outlined some of the history around the steps leading up to the church and offered the suggestion that a ramp under the wooden arch by the school entrance could be built to aide wheelchair users and those with mobility limitations. Cllr. Burge mentioned that The Pealers were proposing some landscape work in that area and perhaps there was an opportunity to combine works. The longstanding issue of the path between the school and the Hall was raised and the Clerk reported on unsuccessful past attempts to have the school re-consider access to this path. The Chairman concluded that the idea of the ramp by the arch sounded feasible and would be explored further. It seemed likely that since the Council owned the closed churchyard work could be done without any further permissions. Access to the village hall was always quite difficult due to the steep approaches and would require further discussion.

Mr Stephens asked about the Wheelwrights Inn. The Chairman reported that the grant scheme had been discontinued from December 2024. Without the grant it seemed unlikely that the village could afford to raise the purchase price. Cllr. Burge reported that there was interest from private individuals although there had since been a structural survey which had raised some concerns about the integrity of the building's structure.

Mr Stephens considered that the current asking price is now too high given the lack of grant and the possible remedial cost of any structural defects. He was also convinced that the only way to secure the long-term future of the pub is through community ownership.

The Chairman had spoken with many residents and there was an appetite from quite a number to subscribe to the purchase of the pub. He estimated that the upper limit of contributions might be around £80,000 so requiring a mortgage of £160,000 (assuming a purchase price of £200,000 and £40,000 for required improvements).

Note: the best value route for loans is through the Public Works Loan Board (PWLb). Currently (19 February 2025) rates for 25 year loans are around 5.8% either variable or fixed rate. The cost of a 25-year loan of £160,000 at 5.8% is £997/month.

In conclusion the Chairman believed that an approach to the owner in about a month's time to discuss the price is the best next step.

7/25 To receive: a planning report from Cllr. Colin Hadley

New applications to be determined by Herefordshire Council

243068 Pencombe Court, Pencombe, HR7 4SH. Listed building consent. Proposed replacement of conservatory roof with insulated slate roof



Council discussed this application and had no concerns about the proposals with the proviso that sympathetic and appropriate materials are used. The Clerk will submit appropriate comments to Herefordshire Planning department.

Existing applications

There are no existing applications

8/25 To receive: an update on the Parish Hall.

Mrs. Legge reported that-

- The Christmas tree lights switch on and the simultaneous Christmas tree competition in the Church had both gone well. Mrs. Legge thanked Cllr. Thomas for kindly donated the tree and also Messrs. Mobey & Nicholson who had worked hard at fitting the lighting.
- The Christmas (LinC) lunch was very well attended (about 56 guests) and was a successful fundraising event.
- The new boiler installation is not yet working perfectly but recent investigations have identified the likely problem which should be remedied shortly. The heating oil smell is gradually dispersing.
- The Trustees are considering providing safe step access to the loft to create additional storage space.
- Pub nights have become a real success again due to the hard work of Frank Nicholson and Tim Mobey.
- Forthcoming events are a tea party on the afternoon of 26 April, on 17 May teas will be provided for the Open Gardens event and on 16 September a repeat of last year's Last Night of the Proms.
- The next Trustees meeting is on 7 April.
- The bellringers AGM and ringing will be on the afternoon of 22 February.

Mr Nicholson reported that Mr Merriman had been asked for a quote to provide wiring and switchgear for a generator TEE point to serve the Hall. No response had yet been received and a reminder had been sent.

To consider: proposal to fit solar PV to the Hall roof.

Mr Nicholson updated Council on the proposal to fit solar PV to the Hall roof. He presented a spreadsheet of quotations from 4 suppliers – see appendix 1. He explained that the Marches Energy grant scheme appeared to be a 90% grant but turned out to be based on carbon savings not on costs. On this basis the grants available from the supplier quotations varied from £3750 – to £5135. Due to the basis of carbon reduction only the PV panels qualify for the grant and any battery requirement is not grant assisted.

For the cheapest quote the PV panels only could be installed at a net cost to the community of £732 whilst the most expensive quote was for £3996. Once the storage battery is included the cost to the community rises from ~ £4200 - £9,400.

The important pay back period varies from 5 years to 7 years.

Unfortunately further contact with the grant giver revealed that the grants were now closed due to all funds being allocated, but it is expected that further rounds will be announced.

Mr Foster raised the issue that, with export tariffs to the grid, the cost of the battery might not be necessary. The battery costs varied between £2500 and £4500. (Note: Under the current export scheme (the Smart Export Guarantee scheme) the payments are determined by the participating electricity companies. However for 2023-24 the average payment was about 8p/kWh exported).

It was agreed that in principle solar PV was a good idea and would benefit from some further work, which Mr Nicholson agreed to carry out.

9/25 Finance To receive: a finance report from the RFO

Bank balance on 22/01/2025-Unity Trust current account £16272.69 (Arkwright £1650.00)
Net Council= £14,622.69)



Budget Monitor Period 10 (January 2025) Note: this includes all payments for authorisation at this meeting. There is no significant change since November 2024

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	18300.00	18300	0.00	
2	Cemetery	700.00	700	200.00	500	-200.00	Moved down to £500 - guess?
3	Grants	7615.00	12000	9990.00	18464	6464.00	NDP-£5000; Annual mtce. - £2576; Nom. Task- £1288; Drainage-£4600; last year £5000
4	Loans	0.00		0.00		0.00	Loan for carpark land purchase and initial construction
5	Other Income	345.63	4800	4700.84	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	38864	36658.55	45531.00	6667.00	Higher than budget due to significant grants.
Expenditure							
8	Clerk	3998.38	4600.00	5286.36	5750.00	-1150.00	£830 proper to 2023-24. Salary award arrears & 10% hours
9	Bank Charges	72.00	72.00	53.40	72.00	0.00	
10	Administration	617.23	750.00	429.87	450.00	300.00	
11	Insurance, audit, professional	1011.70	1000.00	989.78	1390.00	-390.00	Internal & external auditor £460; Ins. £320; HALC £410; SLCC £180; Tree Warden £30
12	IT	100.00	750.00	405.10	475.00	275.00	new PC deferred to 25/26
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	193.90	193.90	-193.90	Salt boxes unbudgeted
16	Maintenance	4135.00	4200.00	4681.00	4681.00	-481.00	Grass cutting. Extra October grass cut
17	HMRC	1430.17	1720.00	1575.39	1720.00	0.00	Budget increased by £220 for salary award & 10% uplift in
18	Other Exp.	667.44	100.00	227.00	160.00	-60.00	Trophy for Pencombe Show + Remembrance Day wreath
19	TOTAL Day to Day	12592.24	13521.00	14171.14	15220.90	-1699.90	
Special Projects							
20	NDP	6648.06	12000	7306.62	10600	1400.00	£6671 from return of last year's grant. This year assumes spend of £4000
21	Lengthsman	6640.00	10000	2124.50	9000	1000.00	£2124 is spend covered by last year's grants. Grants this year amount to £8464 + £1288 match=£9752
22	Pencombe kiosk	1116.75	900	893.27	900	0.00	Mostly complete - July 2024
23	Village website	0.00	500	0.00	800	-300.00	Now commissioned £770+new domain name
24	Village Car Park	2618.30		289.00	289	-289.00	Costs now excluded pending agreement
25	Parish Hall	508.80	6000	6074.98	6250	-250.00	Boiler purchase + maintenance allowance (£500)
26	Loan repayments	0.00		0.00	0	0.00	see line 24
27	TOTAL SPECIAL PROJECTS	17531.91	29400	16688.368	27839	1561	No change and on budget
28	TOTAL EX-VAT EXPENDITURE	30124.15	42921	30859.511	43059.9	-138.9	
29	Reclaimable VAT on expenditure	3064	3800	2825.42	3800	0	Normal 2800; L/man 1000
30	Total Expenditure	33188.15	46721.00	33684.931	46859.90	-138.90	
31	Surplus	-2892.86	-7857	2973.62	-1328.90	6528.10	£4028 trading loss but £3800 VAT reclaim. Also includes costs from 23-4 of approx £9000
N.B. Negative variances are adverse							

The RFO highlighted the increase in grant income (line 3) with associated spending increases mostly in Lengthsman work (line 21). £5000 of grant income had been received in year but the expenditure was in 2023-24. Otherwise the monitor was in line with the budget when a few unbudgeted items are excluded (lines 15, 16,)

Council resolved to accept the monitor as a fair reflection of Council's finances.



For agreement: budget for 2025-26

Line No.	PENCOMBE GPC DRAFT BUDGET 2025-26	Outturn 2022-23	Outturn 2023-24	Forecast Outturn 2024-25	Draft Budget 2025-26	Notes
	Income					
1	Precept	13,875.00	18300.00	18,300.00		Precept to be determined.
2	Cemetery	0.00	700.00	500.00	500.00	Estimate
3	Grants	9,275.00	7615.00	18,464.00	10,700.00	£2500 base, £1200 Nomin task, £4000 drainage, £3000 NDP
4	Loans	0.00	0.00	0.00	0.00	Car park will be updated as required.
5	Other Income	142.00	345.63	4,800.00	300.00	
6	VAT Reclaim	1,701.00	3,334.66	3,800.00	3,800.00	From 2024-25 outturn
7	Total Income	24,993.00	30,295.29	45,864.00	15,300.00	
8	Clerk	4,361.00	3,998.38	5,750.00	6,600.00	(now includes PAYE)
9	Bank Charges	80.00	72.00	72.00	72.00	
10	Administration	2,467.00	617.23	450.00	450.00	Pay roll, stationery, mapping
11	Insurance, audit, professional	686.00	1,011.70	1,390.00	1,200.00	HALC, Insurance premium, external + internal audit fees.
12	IT	430.00	100.00	475.00	800.00	Win 10 out of support 2025. New PC required. Plus £200 website support.
13	Cemetery Rates	329.00	329.34	329.00	329.00	Maintained pending outcome of challenge.
14	Training and development	0.00	230.98	0.00	0.00	
15	Equipment	432.00	0.00	193.90	100.00	
16	Maintenance	4,193.00	4,135.00	4,681.00	4,700.00	Grass cutting (x6) plus LC plus Sparrington defib mtce
17	HMRC	1,234.00	1,430.17	1,720.00	0.00	Now included in line 8
18	Other Exp.	2,074.00	667.44	160.00	160.00	
19	TOTAL Day to Day	16,286.00	12,592.24	15,220.90	14,411.00	
	Special Projects					
20	NDP	4,364.00	6,648.06	10,600.00	3,000.00	Aim for completion in 2025/26
21	Lengthsman	2,486.00	6,640.00	9,000.00	9,000.00	£2000 Council + grants
22	Sparrington kiosk	0.00	1,116.75	0.00	0.00	Completed
23	Pencombe kiosk	0.00	0.00	900.00	0.00	Completed
24	Parish Hall		508.80	6,250.00	2,500.00	Hall annual grant
25	Website rebuild (Council + Hall)	0.00	0.00	800.00	0.00	Completed
26	Village Car Park	4,286.00	2,618.00	289.00	0.00	Will be updated as required
27	New project A					
28	New project B					
29	New project C					
30	TOTAL SPECIAL PROJECTS	11,136.00	17,531.61	27,839.00	14,500.00	
31	Total Expenditure	27,422.00	30,123.85	43,059.90	28,911.00	
32	Reclaimable VAT in expenditure		3,064.00	3,800.00	3,000.00	
33	Surplus	-2,429.00	-2,892.86	-1,328.90	-16,611.00	
						N.B. Negative variances are adverse

The RFO presented the draft budget for 2025-26 and highlighted-

- That the precept will be determined once the draft budget is agreed. The draft budget shows a minimum precept requirement of £16,611, assuming reserves remain unchanged.
- NDP spend is expected to reduce significantly as completion is expected in plan year.
- The car park had been removed from the budget pending village agreement to proceed with the project.

Council resolved to adopt the draft budget without change

Precept for 2025-26

Following agreement on the budget for 2025-26 it is straightforward to establish the minimum precept required for the year. The minimum precept is that required to achieve a balanced budget for the year with no surplus.

From the draft budget, in summary-

Budget Heading	Value £
Income excluding precept line 7	15300.00
Total Expenditure	31911.00
Income - Expenditure	-16611.00

The minimum precept to achieve a balanced budget is £16611. Any new projects will add directly to this precept requirement.

The current precept is £18300. Members will recall that the precept was raised from £13875 in Ap. 2023 as follows-

Precept to 31 March 2023	13875
Inflation since April 2020 (BoE)	17.9%
Precept from 1 April 2023 inflation corrected	16309
Election cost recovery	2000
Create a reserve for future by-elections	2000
Total precept requirement from 1 April 2023	20309
Agreed precept from 1/4/23-31/3/25	18300

The extra £2000 added to the precept for 2 years is now due for review. The unbudgeted cost of the by-election has been recovered and a £2000 reserve created against future unbudgeted elections.

Council discussed three options-

1. Remove the £2000 surcharge and reduce the precept back to £16300
2. Correct the £16300 for inflation since 1 April 2023 estimated at 4% (=£16952)
3. Correct for inflation and add any additional costs identified in the budget for 2025-26.

Council notes that flooding concerns have risen in prominence over the past year. Currently Council has an earmarked reserve of £5000 for flooding. Members discussed the need to take a proactive stance on flood preparedness and recognised that this effect of global warming was likely to worsen. From representations made at Council meetings, residents clearly expected the Parish Council to take action to protect their homes and businesses from the increasingly frequent and violent weather events. After some further discussion the Chairman suggested-

- The current precept of £18,300 would be maintained.
- A further 5% would be added to create an increased reserve for flood mitigation measures.

In total this suggestion would take the precept to £18,300+5% = £19,215. Allowing for inflation this represents a real increase of £19215 - £16952 = £2263. Mr. Foster commented on the detail of tackling the flooding issue and asked how the problems facing the Parishes would be solved without a significant increase in funding. He asked the RFO how much the precept would have to increase to create a flooding reserve of £10,000 and the answer is an increase from £91.50 per household to £110 per household.

The Chairman asked the (13) residents for their views on such an increase and those that responded felt that such a step was warranted given the current problems of weather and drainage.



The following table shows how the proposed precept is constructed. It should be noted that the £2000 by-election charge, which could have lapsed, has now been added to the flooding addition.

	2024-25 Precept	Inflation correction +4%	Flooding addition	Precept for 2025-26
Precept breakdown £	16300+2000=18300	700	3000+2000=5000	22000
Per household (Band D equivalent) £	81.50+10.00=91.50	3.50	15.00+10.00=25.00	110.00

The flooding addition of £5000, when added to the current reserve of £5000 creates a new total reserve for flooding mitigation of £10,000.

Council then resolved to set the precept for 2025-26 at £22,000.

For information the forecast Council reserves at 31 March 2025 are-

Reserve	Forecast value (£) at 31 March 2025
Winter Maintenance & Management	4256.00
Flood protection capital fund	5000.00
By- election	2000.00
SUB-TOTAL	11256.00
General reserves	2000.00
Estimated bank balance	13256.00

The additional precept will increase the flood protection reserve to £10,000. Council approved this approach though would again review the reserves at the Annual Meeting in May.

Cllr. Burge asked how the potential project for the ramp between the school and the churchyard could be accommodated within the agreed budget. The RFO replied that by his forecast a general reserve of £2000 would be available at 31 March 2025 and, subject to further agreement, could be used for this project

Payments

The following payments were made as authorised at the November meeting (minute 161/24)

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	A M Drew	428.61	0.00	428.61	Clerk's November 2024 salary
2	HMRC PAYE	107.20	0.00	107.20	PAYE
3	Community Heartbeat Trust	135.00	27.00	162.00	Annual managed service payment
4	Autela	68.22	13.64	81.86	Payroll INV-14855
5	HALC H1888	121.00	24.20	145.20	Website hosting
6	D C Gardening Services SI-2030	24.50	4.90	29.40	Assessing restoration work on PG2
7	D C Gardening Services SI-2064	520.00	104.00	624.00	October 2024 grass cut
8	Royal British Legion	50.00	0.00	50.00	Donation for Remembrance Day wreath
9	Mr Frank Nicholson	66.64	13.32	79.96	Refund for solar lights
	TOTAL	1521.17	187.06	1708.23	

Note: the payment to Mr Nicholson was made under delegated authority after discussion with the Chairman & Cllr. Brazier.

Income received since last meeting –

No.	Name	Amount £	Details
1		None	

Payments for Authorisation					
No.	Name	Total £	VAT £	Ex-VAT £	Details
1	A M Drew	428.61	0.00	428.61	Clerk's December 2024 salary
2	Kirkwells	634.80	126.96	529.00	Kirkwells support at Design Codes exhibition
3	A M Drew	428.61	0.00	428.61	Clerk's January 2025 salary
4	HMRC	107.20	0.00	107.20	PAYE December 2024
5	HMRC	107.20	0.00	107.20	PAYE January 2025
	TOTAL	1706.42	126.96	1600.62	

Total for payment £1600.62+VAT as appropriate. Council resolved these payments should be made.

National salary award for Local Council staff

The Local Government Salary award from 1 April 2024 has been received. The Clerk is paid at SCP 17 and with Council's agreement will receive an additional £0.63/hour. (£22.58/month). The circular from NALC is at appendix 2.

Council resolved that the Clerk should receive the salary award and the Chairman signed the form authorising Autela to make the change to the Council payroll.

- 10/25 Lengthsman Scheme: To receive:** a report on Lengthsman work from Cllr. Tony Brazier
Nominated Task – Repairs to footpath PG2 and clearance of the Causeway brook.
 The Clerk was able to report that he had received a phone call from the Lengthsman section of Herefordshire Council agreeing the expenditure of matched grant funds to repair PG2 and clear the Causeway brook.

Mr Mobey asked about the two feeder routes onto PG2 – one from the Old Post office direction and the other from the C1110 past the Old Forge. These "feeders" meet at the footbridge over the brook. The Clerk undertook to check later and the definitive map shows that both these feeders are classed as streets and are therefore maintainable at public expense under the Highways Act 1980. Such maintenance is the clear responsibility of Herefordshire Council.

Cllr. Brazier also reported that the Lengthsman does not wish to carry out the grass cutting. Mr. Mobey expressed an interest in taking this work on and Mrs. Hazlehurst mentioned John Fretwell might be interested.



The Lengthsman has been instructed to start works on-
Annual maintenance Plan
Ditching works as part of the drainage grant

Timescales for completion of grant assisted works have been relaxed by 3 months until the end of June 2025-

Local Drainage Fund

The deadline for any works under this scheme will be extended from the end of March 2025 to the end of June 2025 to allow additional time for delivery. If you do complete any works during 2024/25 then we would ask that invoices are received by the Council prior to the end of April 2025 to allow for payment in the correct financial year.

Herefordshire has distributed a new drainage map which just shows grips and gullies. This is the map to be updated through the drainage mapping grant (£1000)
Mr Foster & Cllr. Brazier between them have a good knowledge of drainage assets and between them could provide worthwhile updates to this map.

11/25 Neighbourhood Development Plan. To receive: update on NDP from Cllr. Tim Burge
The design codes “drop in” session has been mentioned in previous reports. The comments from residents have now all been collated. The number of comments is small mainly due to the atrocious weather on the evening. The comments follow

DESIGN CODES EXHIBITION – 16 OCTOBER 2024

SUMMARY OF RESIDENTS’ COMMENTS

Points I liked in the design codes and which I would like to see in the final NDP
<p>Housing</p> <ul style="list-style-type: none"> • 4.1 Complementary local character Could this be include/reference local materials? • The area wide context is acceptable, so long as they ae adhered to by planners. • Complimentary local character <ul style="list-style-type: none"> ○ Stone houses ○ Slate roofs ○ Timber frames ○ Timber clad garages ○ Range of housing sizes ○ Uniform houses ○ Use of environmentally conscious materials i.e. renewables • I liked the attention given to the matching/complementary local vernacular architecture.

Environment

- Any tree planting should be native trees.
- Add identification of and protecting existing ancient trees and hedgerows (is an example of rurality)
- Would want to see identification and protection for wildlife corridors – this is essential! (Is an example of rurality)
- . Dark skies section
- Biodiversity appears to have been covered very well. I liked the hedgehog holes and SuDS systems, including ponds and permeable paving.

Other

- Car chargers being included is essential.

Things I did not like in the design codes and I would not support in the final NDP

- In general, it reads like its 'urban' and written from that perspective – needs more rural context
- No more modern red brick construction not in keeping with the village character
- Native selection – needs to include identifying and protecting existing habitats and wildlife.
- Flat roofing – like figure 60
- Street exposed heat pumps
- Modern 'eco-friendly' house which aren't eco-friendly
- Acknowledge need for SuDS, however grasscrete is visually unappealing and not in keeping with Pencombe village character.

Additional Points

- Risbury Lane is referred to throughout, but we call it 'Springfield' and so does the Post Office! I appreciate it's about where it goes to, but it would be good to have it 'localised'.
- Balancing the needs of social housing with good design
- Under 6 Rate of change. The wording in the History and Growth section is clearer and should be added – 'A continued slow rate of change and limited scale of change is important.' This wording is much clearer and more specific about what is wanted/needed.
- Under 3 – Nature. The 'accessible green space' wording would seem to fit with an urban plan, but not a rural one. We have lots of PROW. What does this 'accessible green space' mean in our context?
- Affordable houses for local/younger buyers
- 1st time buyer houses
- Reserving wildlife: hedges, trees, wildlife
- The more concrete 'drainage' "flowerpots" the more drainage through the village
- When selecting trees for the final designs, priority could be given to rare an native species like oak, willow and black poplar which support a wide range of wildlife.
- Planting hedges with a variety of native species would be beneficial for wildlife and aesthetic value.
- Any opportunities to improve bus transport links through Little Cowarne and Pencombe would be beneficial to reduce isolation.



Cllr. Burge suggested that the Clerk, Jane Legge and himself should meet to discuss the best way forward to progress the NDP. This would include the possibility of running the Design Codes workshop again.

12/25 Provision of a village car park. To receive: report on the car park from Cllr. Tony Brazier
The Clerk reported that a second quotation for building the car park had been received from Wiser Road Services. He had also chased the Balfour Beatty quotation with Colin Smith but so far there had been no response.

He also reported that following a discussion with a planning advisor the condition requiring provision of EV charging points is challengeable and Herefordshire could remove or modify the condition if a fair case was presented. Council agreed that the Clerk should progress this issue with Herefordshire Planning.

The Clerk had also attended a grant funding discussion with David Tristram of Herefordshire Council who advised that the car park on its own would be unlikely to attract funding but the intended community uses for the remaining half of the site would indeed be attractive to grant funders. David advised that the case for such a community use should be fleshed out for presentation/application to funders. The Chairman felt that a play area or community garden would be a popular initiative. Mr Foster pointed out that such a facility would also require car parking and so the grant assisted works could perhaps help with construction of some of the car park.

The Clerk reported that he had received information that the cost of a LEMP survey for the car park would be £450 + VAT.

Activity	Costs	Quote provider
Legal costs of land purchase.	Hourly rate £1320-£1650 Fixed price £2000	Lanyon Bowdler, Bromyard
Provision of single phase 32 amp electric connection	TBA	National Grid (local provider) have been contacted. Reply awaited
Provision of two EV charge points.	TBA	National Grid (local provider) have been contacted. Reply awaited
Provision of covered & secure cycle storage	Approx £2000	Broxap street furniture
Planting scheme (boundary fence & bund)	Approx £6/m for 40-60cm mixed native hedgerow plants. 130m@£6/m = approx. £800	Best4hedging
Boundary fencing & stockproofing	Average £10/m for stockproof fencing Total (North East & West side 130m so approx. £1300)	Farming Forum
Create landscape & ecological management plan (LEMP)	£450+VAT	Quote from Cotswold Wildlife Surveys
TOTAL ESTIMATED COSTS	£6,500 (assumes no electric charging points).	



13/25 Single website for Group Parishes.

NextNorth has been commissioned to create the new village website. It is likely that the work will be completed quite quickly so the requirement to agree a new domain name for the site is now urgent. Last week at the Hall Trustees meeting a discussion reached the conclusion that their favoured choice was-

pandlc.org.uk (Pencombe and Little Cowarne). Cost £12.99/year.

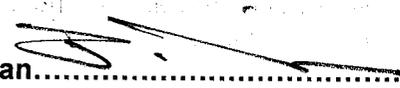
Council agreed that the Trustees suggestion was a very good one and it was resolved that this domain name should be purchased for the new combined website.

14/25 To consider: Matters for discussion at the next meeting

None raised

The meeting closed at 9.57pm

Date of next meeting Tuesday 25th February 2025

Chairman.....  Date 25/2/25.



Appendix 1 Solar PV Quotations

Quote	Quote including Battery excluding VAT	Quote including Battery excluding VAT	Quote including Battery excluding VAT	Quote including Battery excluding VAT
Grant based on 10% carbon saving	£5,000.00	£4,250.00	£5,155.00	£3,750.00
PERC/PL/CPV contribution	£722.57	£2,823.08	£2,823.98	£3,999.00
Quote including Battery excluding VAT	£9,285.43	£19,956.62	£9,958.98	£12,246.00
Grant assuming 5% carbon saving	£3,000.00	£2,350.00	£3,155.00	£2,750.00
PERC/PL/CPV contribution	£4,283.43	£9,419.22	£4,823.98	£5,698.00
Energy Saving 1st Year Excl. Battery	£1,348.09	£1,768.00	£1,192.00	£1,630.00
Energy Saving 1st Year Incl. Battery	?	£1,992.00	?	£2,250.00
Pump Saving	£217.00	£1,075.00	£548.00	£1,150.00
System to Generate kWh per year	7,634.00	9,170.00	9,127.00	8,900.00
CO2 reduction kg CO2	Approx. 2,000	1,892.00	2,654.00	1,900.00
Owner system produces kg CO2		2,281.00		
Type of PV PV System	8.10 kWh - 18 x Jinko Module 250W 451W 6000 TL - 20 Thin MPPT 1ph inverter	6.50 kWh - 20 x 445W Thin Inver 5 451W 6000 TL - 1 Sunsyn 6kW ECO	9.20 kWh - 20 Jinko Tiger 440W panels	9.50 kWh - 22 x 445 Jinko Solar with FOX
Mounting System	Fasten roof hook, silver rail, etc.	Flat roof pitched roof mounting	Included for slate roof specialist butyl, including bird hit.	MCS approved state fixing system.
Warranty	5 years	7 years	6 years	6 years
System Warranty	Workmanship 5 years - Inverter/Battery 12 years - Panels 25 years		Workmanship 10 years - Inverter 10 years - Panels 25 years	Generally 10 years Jinko offers 25 years
Exclusions	?	?	?	Subject to survey - storage and local facilities to be provided.
Battery Storage Price, excluding VAT	£3,590.76		£2,500.00	£3,915.67
Battery Storage Price, including VAT	£4,290.92	£3,592.23	£3,000.00	£4,701.00
Battery Manufacturer	Fox ESS ECH600-14 9.8 kWh L-Han Battery	Sungrow P66 5.12 kWh	Fox Hybrid 2 x 4.9 kWh = 9.8 kWh	Fox 6.0 HVB Inverter with 10.3 kWh battery
Can solar still and fish production	Yes - Genius Speed Fish	Yes - Genius Speed Fish	Yes - Genius System	Yes - Solar State Plate - Data sheet provided
DNO Approval (order QP/panel)	Included	Included	Included	Included with a consent?

Solar PV Quotations

Appendix 2: Revised salary scales for Local Government Officer w.e.f. 1 April 2024

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LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25

This advice note was last updated on 23 October 2024.

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2024-25 to be implemented from 1 April 2024. Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2024. If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC agreed formula by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

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SCP	1 April 2024		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	
4	£24,404	£12.65	
5	£24,790	£12.85	
5	£24,790	£12.85	LC1 (5-6) (below substantive range)
6	£25,183	£13.05	
7	£25,584	£13.26	LC1 (7-12) (substantive benchmark range)
8	£25,992	£13.47	
9	£26,409	£13.69	
10	£26,835	£13.91	
11	£27,269	£14.13	
12	£27,711	£14.36	



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13	£28,163	£14.60	LC1 (13-17) (above substantive range)
14	£28,624	£14.84	
15	£29,093	£15.08	
16	£29,572	£15.33	
17	£30,060	£15.58	
18	£30,559	£15.84	LC2 (18-23) (below substantive range)
19	£31,067	£16.10	
20	£31,586	£16.37	
21	£32,115	£16.65	
22	£32,654	£16.93	
23	£33,366	£17.29	
24	£34,314	£17.79	LC2 (24-28) (substantive benchmark range)
25	£35,235	£18.26	
26	£36,124	£18.72	
27	£37,035	£19.20	
28	£37,938	£19.66	
29	£38,626	£20.02	LC2 (29-32) (above substantive benchmark range)
30	£39,513	£20.48	
31	£40,476	£20.98	
32	£41,511	£21.52	
33	£42,708	£22.14	LC3 (33-36) (below substantive range)
34	£43,693	£22.65	
35	£44,711	£23.17	
36	£45,718	£23.70	
37	£46,731	£24.22	LC3 (37-41) (substantive benchmark range)
38	£47,754	£24.75	
39	£48,710	£25.25	
40	£49,764	£25.79	
41	£50,788	£26.32	
42	£51,802	£26.85	LC3 (42-45) (above substantive benchmark range)
43	£52,805	£27.37	
44	£54,071	£28.03	
45	£55,367	£28.70	