

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

Tuesday 24 June 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: Ward Councillor Bruce Baker, Allan Drew Parish Clerk

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

75/25 To receive: apologies for absence

Cllrs. Thomas & Hadley sent their apologies

76/25 To receive: Declarations of Interest and written requests for Dispensation

None received

77/25 To receive and approve: draft minutes of the meeting of 27th May 2025

The draft minutes were approved and signed by the Chairman

78/25 To receive: matters arising not otherwise covered in the minutes

Retention of flag-pole at War memorial.

Council discussed the request to retain the flag pole but agreed that it should be removed.

The Clerk would write to Mr Prince advising him of the decision.

79/25 To receive: a verbal update from the Ward Councillor

Cllr. Baker reported that-

- There is progress on the by-pass. The Southern Link road (now known as Hereford Western Bypass phase one) which connects the A465 to the A49 will commence in 2026.
- To support the new Local Plan Herefordshire Council has issued a "Call for Sites"
- Herefordshire Council ended the year 2024-25 with a £0.5m surplus. In 2023 the projected overspend was £13m
- This year the first group of students graduated from the new NMITE university. (NMITE=New Model Institute for Technology and Engineering).
- Three neighbouring principal authorities have changed control as a result of May 2025 elections-
 - Gloucestershire CC: Conservative to Lib. Dem.
 - Worcestershire CC: Conservative to NOC
 - Shropshire CC: Conservative to Lib. Dem.
- Herefordshire Council has a new charter based around People, Place, Growth, Transformation.

- June is Pride Month and Armed Forces week.

80/25 To receive: queries or concerns from local residents to Council & Ward Councillor

Councillor Legge raised three concerns-

- The newly re-surfaced A417 between Bodenham and the A49 at Dinmore has a corrugated surface making for extremely unpleasant travelling in an agricultural vehicle. Cllr. Baker would raise the issue with Highways.
- There was considerable growth of the poisonous weed, hemlock along road verges.
- The railings along the roadside at Little Cowarne have still not been repaired two years after the incident which damaged them.
- On another matter Cllr. Baker said that the C1117 from Pencombe to Little Cowarne may be in line for surface dressing

81/25 To receive: a planning report from Cllr. Colin Hadley. In Cllr. Hadley's absence the Clerk provided the report

To consider for comment,-new applications to be determined by Herefordshire Council 251384 Grendon Court Bungalow Pencombe HR7 4SD. Proposed outdoor riding arena, 20m x 60m, for personal use. Timber post and rail fencing with sand and fibre riding surface. Council agreed to support the application

251576 The Byre Little Cowarne HR7 4RH. Proposed change of use of land from unused agricultural to residential and replacement access and driveway. Council agreed to support the application

Existing applications

251291 Hollywell Barn, Pencombe, HR7 4SL. Application for prior approval for the proposed change of use of a brick built barn with single storey stone range from an agricultural building to a dwellinghouse (Class C3) and for associated operational development. **Prior approval not required**

82/25 To receive: an update on the Parish Hall from the Chair of Trustees

Mrs Legge, Chair of Trustees reported that-

- June had been a quiet month but the Friday Pub Nights had been well attended. She thanked Frank (Nicholson), Tim (Mobey) and Simon (Wells) for their invaluable assistance in making these events so successful.
- The floor cleaner had been repaired
- The dishwasher had been serviced
- The Hall Trustees are looking forward to the new website.
- A smart (electricity) meter will be installed shortly.
- A Hall treasurer to replace Mrs Drew (who has served for eight years in the role) is required.
- The AGM for the Trustees will be held on 14 July
- The meeting for the Show helpers will be on 15 July

- 83/25 Finance. To receive:** a finance report from the RFO
Bank balance on 20/6/2025-Unity Trust current account £22,320.66 (Arkwright £1525.00)
Net Council= £20,795.66)

Payments

The following payments were made as authorised at the May 2025 meeting (minute 71/25)

Payments made since last meeting.					
No.	Name	Ex-VAT £	VAT £	Total £	Details
1	Parish Online	45.00	9.00	54.00	Mapping services - annual cha
2	A M Drew	321.41	0.00	321.41	Clerk's May 2025 salary
3	HMRC	232.22	0.00	232.22	PAYE May 2025
4	A M Drew	20.83	4.17	24.99	Refund for McAfee security of
5	Emily Barrett	15.00	0.00	15.00	Cakes for Annual Parish Meeti
6	Herefordshire Council	329.34	0.00	329.34	Cemetery rates
7	Unity Bank	6.00	0.00	6.00	Bank charges
8	Mobes Mows	50.00	0.00	50.00	Causeway mowing
9	Clear Councils	434.64	0.00	434.64	Annual Insurance Premium
		0.00	0.00		
	TOTAL	1454.44	13.17	1467.60	

Income received since last meeting.			
No.	Name	Amount £	Details
1		NIL	

Payments for Authorisation					
No.	Name	Ex-VAT £	VAT £	Total £	Details
1	HMRC	232.22		232.22	June PAYE
2	A M Drew	321.41		321.41	Clerk's June salary
3	A M Drew	115.20	23.04	138.24	Microsoft 365 due 1 July
4	Eyelid	100.00		100.00	Annual website support
5	Groundworks	4280.83		4280.83	Return of unspent NDP gr
	TOTAL	5049.66	23.04	5072.70	

Council agreed that the payments of £5049.66+VAT as appropriate should be made.

84/25 Forward Plan 2025-26.

There are no items on the Forward Plan for this meeting

85/25 Provision of a village car park. *To receive:* report on the car park from Cllr. Tony Brazier
To receive: update on options for developing remaining car park space
Options to develop the remaining car park space had not yet been established.

To consider: setting a date for the village meeting to decide on car park proposals
After discussion it was agreed that the village meeting to discuss the car park would be held in the Parish Hall on 21 July 2025 at 7.30pm. The decision to build the car park would be by secret ballot.

In more general discussion, including residents, a number of points were raised-

- Would parents, dropping off children to attend the school, actually use the car park?
- If the proposed financial case is to work how many additional hours/hires would have to be sold by the Hall to replace the subsidy?
- What is the project plan? The Clerk pointed out that without agreement to proceed there was no agreement with contractors around start dates and there was no commitment from solicitors to progress the legals when agreement on financing etc. had not been obtained.

86/25 Single website for Group Parishes.

To receive: update from the Clerk

A further mock up of the new home page has been received from NextNorth the website builders. They wish to get the home page absolutely right because from there flows everything else. This new home page is still not correct since it shows multiple logos and still has the home page badged as the Parish Council.

To provide more guidance to the developer a menu hierarchy has been created along with a mock-up of the home page. In discussing this menu Council suggested that it could usefully include place holders for Jobs, Latest news, The WI, Young Farmers, Events

The Clerk will amend the menu and forward to the developer.

87/25 Lengthsman Scheme: *To receive:* a report on Lengthsman work from Cllr. Tony Brazier
Cllr. Brazier reported that-

Mr Walsh has signed the Lengthsman contract for 2025-26. He remains confident that he can complete the four drainage works which have been instructed and present an invoice for submission to HFC by the end of June.

The grant schemes for drainage, PROW and the Annual Maintenance Plan/Nominated Tasks have all been published.

The Annual Maintenance Plan and Nominated Task have been funded immediately with £2208 and £1104 respectively.

Mr Foster will present his plans for drainage as soon as possible, but likely not until the September meeting. Some rapid work will be required on this since the closing date for drainage grant applications is 28 September 2025. The Clerk will work with the drainage working group to submit the application within the deadline. However, any obvious blackspots can be tackled earlier since Council has both grant funding and precept funding to progress these works.

The PROW scheme has also opened and there is no closing date for applications. However, all work will need to be completed by 31 March 2026. The Clerk will forward the application forms to the Parish Footpath Officers. Gates, small bridges, signposts etc are being funded and a contribution towards labour costs is available.

88/25 To consider: Matters for discussion at the next meeting

The Forward Plan contains items for discussion at the July meeting as follows-

Meeting	July 2025
Topic	Policies & Procedures(1)
Annual Business	Standing Orders Non GDPR Policies
Recurring Items	Qtr. 1 Bank reconciliation Ordinary business

Other items may of course be added at Council's discretion

Meeting closed at 9.17pm
Date of next meeting Tuesday 22nd July 2025