

# HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council  
Tuesday 12<sup>th</sup> May 2015 at How Caple Grange

## **Members Present**

John Clarke (JC) Chairman  
Will Edwards (WE)  
Chris Jones (CJ)

Bruce Jones (BJ)  
Mark Hyde (MH)  
Bernard Morris (BM)

## **Attending**

2 members of the public  
Liz Parry-Jones (Clerk)

### **31/15 Election of Chairman**

***Resolved: unanimously to elect JC as Chairman***

### **32/15 Declarations of Acceptance of Offices**

It was noted that Declarations of Acceptance of Office had been made by Cllrs JC, WE, CJ, BJ, MH and BM

### **33/15 Election of Vice Chairman**

***Resolved: unanimously to elect BJ as Vice-chairman***

### **34/15 Apologies for Absence and Declarations of Interest and Requests for Dispensations.**

There were no declarations of interest or requests for dispensations

***Resolved: to accept apologies from John Jackson and that his Declaration of Acceptance of Office could be made either at or before the next meeting***

### **35/15 Report from Ward Councillor**

Cllr Durkin was not present at the meeting

### **36/15 Representations from the Public**

None

### **37/15 Minutes of the last Meeting**

The Minutes of the last meeting had been sent to members prior to the meeting.

***Resolved: to approve of the minutes of 24<sup>th</sup> March as drafted.***

### **38/15 Update on Action Points**

Information on the possible installation of a SID and progress on the waiting area at Crossways is being sought from Herefordshire Council by Ward Cllr Durkin.

### **39/15 Finance**

#### **i. Annual Return.**

A draft had been circulated to members prior to the meeting. The total income and expenditure for the year were noted. The Clerk to investigate and confirm the basis of reporting to correctly account for the return of NDP grant.

***Resolved: to approve Section 2 as drafted and to approve Section 1***

## **Action**

Clerk

Signed

Date

***subject to confirmation that the proposed return correctly reflects the unspent Neighbourhood Plan grant money which has yet been repaid.***

- ii. Financial update  
It was noted that the bank balance as at 30/04/2015 (last available statement) was £9,005.72. The Clerk advised that this figure includes the grant for the NDP of £1,715.00 of which £980.00 was unspent at the year end 31/03/2015 and will be returned.
- iii. Payments  
***Resolved: to approve the payments in the payment schedule, see below.***

**40/15 Insurance**

The Clerk advised that a quotation had been sought from the current provider AoN, Came and Co and Zurich. Aon had provided a quotation, Came and Co had confirmed that they would charge the same premium but had not provided a quotation. Zurich had not provided a quotation.

***Resolved: to accept the quotation from AoN for a three year Long Term Agreement if available.***

**41/15 Highways and Footpaths**

- i. New Lengthsman Scheme Contract  
It was noted that the final contract had not yet been received but that the draft had been seen by members previously.

***Resolved: to accept the terms of the draft contract and to sign the final contract when received if as the draft contract.***

Clerk

- ii. P3 Scheme Parish Paths Officer.  
***Resolved: to defer a decision regarding joining the P3 Scheme to a later meeting.***

- iii. New defects to be reported  
It was noted that the resurfacing work to Perrystone Hill has been postponed but no explanation provided. The Clerk informed members that in response to a request Balfour Beatty will cut the grass at the Crossways cross roads. When the Lengthsman Scheme AMP is agreed and the contract is in place the Lengthsman will be cut the majority of the area. The gully at Walton's Hole that has been tarmacked over had been reported to Balfour Beatty.

Clerk

**42/15 Planning**

- i. New applications  
None
- ii. Recent Decisions  
None

**43/15 Neighbourhood Plan Steering Group Report**

The Clerk reported that the Chairman of the NDP Steering Group had resigned. Members of the public stressed their view of the importance of the project and urged members to support it and for a councillor to join the Steering Group, BM to consider this role. The Steering Group will be meeting again in the following week. It was noted that £980.00 of the grant remained unspent and will be returned.

**44/15 Correspondence and Agenda Information Sheets**

A letter from the developers of an egg production unit at Sollershope Farm had

Signed

Date

requested comments on the proposal to relocate a footpath.

**Resolved: not to make any formal comment to them but to consider when an application is made to Herefordshire Council.**

**45/15 Dates of Meetings 2015/2016**

Agreed to continue to hold meetings on a Tuesday in alternate months at the How Caple Grange. The Clerk is to circulate a schedule of proposed dates.

**Resolved: to hold regular ordinary meetings in alternate months but with the next meeting to be on 30<sup>th</sup> June 2015. The other meetings to be in September, November, January, March dates to be confirmed at the next meeting.**

**46/15 Items for the Next Agenda**

- Co-option of new members
- Review of Standing orders
- Review of Financial Regulations

Payments approved at the Annual meeting 12<sup>th</sup> May 2015

Payee	Details	Budget heading	Net £	VAT £	Gross £
Jeremy Moore	Lengthsman duties March	Lengthsman			236.00
How Caple Grange	Meeting venue hire and refreshments	Admin NDP			845.00 <u>225.00</u> 1,070.00
HALC	Annual subscription	Subscriptions	240.78	48.16	288.94
William Dereham	Computer update and virus clean	Admin			95.00
Aon*	Insurance renewal	Insurance			265.00
CDF	Return of unused NDP grant	NDP			980.00

The following payment had been made between the previous meeting of 24<sup>th</sup> March 2015 and this meeting, the subscription being obligatory and due on 6<sup>th</sup> April 2015.

ICO	Annual registration fee	Subscriptions			35.00
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Signed

Date