

# HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

**Minutes of the Meeting of the Parish Council  
Tuesday 10<sup>th</sup> November 2015 at How Caple Grange**

## **Members Present**

John Clark (JC) (Chair)  
Bruce Jones (BJ)  
John Jackson (JJ)  
Mike Perlman (MP)  
Chris Jones (CJ)

Elizabeth Glover (EG)  
Mark Hyde (MH)  
Bernard Morris (BM)  
Will Edwards (WE)

## **Attending**

2 members of the public  
Ward Cllr Barry Durkin (BD)  
Liz Parry-Jones (Clerk)

### **79/15 Apologies for Absence**

None

### **80/15 Declarations of Interest and Requests for Dispensations**

None

### **81/15 Minutes of Previous Meeting**

***Resolved: to approve the minutes of the meeting of 8<sup>th</sup> September 2015 as drafted.***

### **82/15 Updates from Previous Action Points**

- Bank Mandate. Believed to be completed
- Walton's Hole Flooding. Works completed
- Standing Orders. Electronic copy awaited from HALC, to be considered at the next meeting
- SID. The individual at Balfour Beatty responsible for approving the location and provision of base unit is on extended leave until December. Clerk to establish whether the base unit can be installed by another party
- Bus waiting area. BD to speak to Ed Tonks re specification. Clerk to identify and contact potential contractor

### **83/15 Report from Ward Cllr Barry Durkin**

Cllr Durkin's most recent report (October) had been sent to members prior to the meeting, he provided a summary. In response to questions he informed members he had requested an update on the application to install signage advising of the unsuitability for HGVs of the several roads to Woolhope and waits a response; a report on the future of the County small holdings estate is expected soon.

### **84/15 Representations from the Public**

None

### **85/15 Finance**

- a. Financial update  
A copy of the cashbook showing all payments and receipts to date had been sent to members prior to the meeting. It was noted that this showed a working balance as at 30/10/15 of £9,091.04. It was noted that the bank balance as at 30/10/15 (last available statement) was £ 9,610.94. A bank reconciliation had also been provided to members.
- b. Budget and Precept 2016/17

## **Action**

**EPJ**

**BD, Clerk**

**Resolved: To agree the budget and precept (£6,000) as published subject to any additional information about changes to the level of funding available under the Lengthsman Scheme for 2016/17.**

- c. Financial Regulations

**Resolved: to adopt the Financial Regulations as per the draft sent to members prior to the meeting**

- d. Invoices and Payments

**Resolved: to approve the payments in the payment schedule, see below.**

**86/15 Highways and Footpaths**

- a. Lengthsman Works.

Recent works by the Lengthsman were noted. JJ and Clerk to meet with the Lengthsman on 16/11/15 to confirm the schedule of works

**JJ, Clerk**

- b. Defects to be reported.

Blocked gullies at Little Falcon and at Moore's Farm (latter have been reported by JJ), Coles Hill Yatton spring is damaging road surface.

**Clerk**

**87/15 Planning**

- a. New applications

- i. 153040 - The Old Post House, How Caple. Proposed two-storey rear extension and alterations to the porch

**Resolved: to support this application**

- b. Recent Decisions

152362 - Land at Hillcrest Lyndalls Lane Sollers Hope Proposed erection of replacement dwelling, swimming pool enclosure and ancillary Permission refused

152078 - Rock Cottage, Cross in Hand Lane, Sollers Hope, Proposed extension. Permission granted.

152692 - The Plock, Sollershope. Proposed access track to farm building. Permission granted

**88/15 Neighbourhood Plan Steering Group Report**

EG provided an update. Funding for £3,836.00 has been received. Steering Group to meet with Data Orchard to draw up the questionnaire with estimated publication in February 2016.

**89/15 Correspondence and Agenda Information Sheets**

Noted.

**90/15 Items for the Next Agenda**

- Amendments to Standing Orders

Payments approved at the meeting 10<sup>th</sup> November 2015

Payee	Details	Budget heading	Net £	VAT £	Gross £
Jeremy Moore	Lengthsman duties September & October	Lengthsman			472.00
Ian Binns	Internal Audit	Internal Audit			40.00
E Parry-Jones	Repayment for Printing and stationery for NDP public event. Stationery	NDP	144.30	18.96	163.26
		Admin	3.60	0.72	4.32

Signed

Date

<b>How Caple, Sollershope and Yatton</b>				
<b>BUDGET 2016/2017</b>				
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>2014/15</b>	<b>134.27</b>	<b>2015/ 2016</b>	<b>2016/ 2017</b>
<b>Receipts</b>				
Annual Precept	6,000.00	6,000.00	5,000.00	6,000.00
Parish Lengthsman Scheme	2,214.00	2,301.50	2,214.00	2,436.00
Parish Footpaths Scheme	0.00	0.00	439.50	0.00
NDP Grant	5,000.00	1,715.00	0.00	0.00
Other Grants & Bursaries	100.00	0.00	100.00	60.00
Other	100.00	0.00	0.00	110.00
<b>Total Income</b>	<b>13,414.00</b>	<b>10,016.50</b>	<b>7,753.50</b>	<b>8,606.00</b>
<b>Expenditure</b>				
Clerk's Salary	3,985.00	2,946.42	3,022.67	3,000.00
Admin	450.00	124.45	275.00	240.00
News Letters & website	0.00	0.00	150.00	150.00
Insurances	350.00	265.00	280.00	265.00
Subscriptions	300.00	327.56	320.00	360.00
Audit	50.00	40.00	150.00	170.00
NDP	5,000.00	0.00	150.00	150.00
Parish Lengthsman Scheme	2,714.00	2,832.00	2,714.00	2,436.00
Parish Footpaths	0.00	0.00	439.50	0.00
Church Yard Maintenance	525.00	1,050.00	525.00	525.00
Speed indicator device	0.00	0.00	0.00	600.00
Bus waiting area	0.00	0.00	0.00	0.00
CAB	100.00	0.00	100.00	100.00
Training members & Clerk	200.00	57.69	560.00	370.00
Meeting Room Rent	500.00	260.00	600.00	600.00
Contingency	1,500.00	0.00	0.00	0.00
<b>Total Payments</b>	<b>15,674.00</b>	<b>7,903.12</b>	<b>9,286.17</b>	<b>8,966.00</b>
<b>Surplus/defecit</b>	<b>(2,260.00)</b>	<b>2,113.38</b>	<b>-1,532.67</b>	<b>-360.00</b>
(ie receipts less payments)				
<b>Balance b/f start of year (Actual/ Predi</b>	<b>4,634.00</b>	<b>4,634.00</b>	<b>6,747.38</b>	3,454.53
<b>Balance c/f end of year (Actual/ Predi</b>	<b>2,374.00</b>	<b>6,747.38</b>	<b>5,214.71</b>	3,094.53

Signed

Date