

HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Meeting of the Parish Council
Tuesday 12th January 2016 at How Caple Grange

Members Present

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

Elizabeth Glover (EG)
Mark Hyde (MH)
Bernard Morris (BM)

Attending

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

01/16 **Apologies for Absence**

Apologies were accepted from Will Edwards (WE) and Bruce Jones (BJ)

02/16 **Declarations of Interest and Requests for Dispensations**

None

03/16 **Minutes of Previous Meeting**

Resolved: to approve the minutes of the meeting of 10th November 2015 as drafted.

04/16 **Updates from Previous Action Points**

The following updates were noted

- Bus waiting area. Clerk to meet contractor on site 14/01/16 who will quote for designing a specification, which can be used for obtaining estimates, and quote for the installation.
- SID. Locality Steward has requested that a site assessment is undertaken.
- Lengthsman. Clerk and JJ met with Lengthsman to review the schedule of works.
- Highways defects. All previously noted defects have been reported to BBLP

05/16 **Report from Ward Cllr Barry Durkin**

Cllr Durkin had no further information beyond that contained in his November ward report. He was asked to make further investigations as to the progress of the request for weight limit signs on the access roads to Woolhope.

06/16 **Representations from the Public**

Members were requested to speak up.

07/16 **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 08/01/16 of £7,930.88.

It was noted that the bank balance as at 31/12/15 (last available statement) was £ 8,723.33. A bank reconciliation had also been provided to members.

b. Invoices and Payments

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

Action

BD

08/16	Highways and Footpaths a. Lengthsman Works. No additional works to the scheduled jobs were noted as being required. b. Defects to be reported. Blocked gulley at Walton's Hole; flooding by phone kiosk at Sollershope; pothole on B4224 Old Gore	Clerk
09/16	Planning a. New applications. None b. Recent Decisions None	
10/16	Neighbourhood Plan Steering Group Report EG provided an update. Members were asked to make any comments on the latest draft of the questionnaire by 5pm on 18/01/16. The final version is anticipated to be ready for approval by the council by early February.	
11/16	Website EG provided an update. A revised cost estimate had been provided by the website designer and was approved. Text to be written by Clerk. The link to the draft of the site to be sent to members when ready.	Clerk
12/16	Standing Orders A template capable of being amended is awaited from HALC. Resolved: to defer consideration of this to the next meeting.	
13/16	Correspondence A list of correspondence had been sent to members. Resolved: that the letter asking that the council make a request to Herefordshire Council for improvements to the C1262 through How Caple to be forwarded on to the Locality Steward and the information about trees considered to be in an unsafe condition to be passed on to the landowner.	Clerk
14/16	Agenda Information Sheets All information was noted	
15/16	Items for the Next Agenda <ul style="list-style-type: none"> • Standing Orders • Bus waiting area • Enforcement of planning conditions • Risk Assessment 	

Payments approved at the meeting 12th January 2016

Payee	Details	Budget heading	Net £	VAT £	Gross £
Jeremy Moore	Lengthsman duties November & December	Lengthsman			472.00
HALC	Reference book	Admin			18.75
Hoople	Map data plotting	NDP	115.00	23.00	138.00

Signed

Date