

HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

**Minutes of the Meeting of the Parish Council
Tuesday 8th March 2016 at How Caple Grange**

Members Present

Bernard Morris (BM)
Chris Jones (CJ)
John Jackson (JJ)

Elizabeth Glover (EG)
Mike Perlman (MP)

Attending

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

20/16 Apologies for Absence

Apologies were accepted from John Clark (JC), Mark Hyde (MH), Will Edwards (WE) and Bruce Jones (BJ)

21/16 Declarations of Interest and Requests for Dispensations

None

23/16 Minutes of Previous Meeting

Resolved: to approve the minutes of the meeting of 12/01/2016 as drafted. To alter the minutes of the meeting on 23/02/2016 at minute 18/16 a i to add the word "Unanimously" before the word "Resolved"

24/16 Updates from Previous Action Points

All updates to be covered under other agenda items below

25/16 Report from Ward Cllr Barry Durkin

Cllr Durkin summarised his February ward report. In response to a question as to the progress on the request for weight limit signs on the access roads to Woolhope he advised that no further information had been provided.

Resolved: that the Clerk should write to BBLP asking when this matter would be given consideration

26/16 Representations from the Public

A representative of the Sollershope PCC was given confirmation that the budget for the current year includes provision of a donation towards the upkeep of the churchyard and that they should make a formal request for a donation.

27/16 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 29/02/16 of £6,817.23

It was noted that the bank balance as at 29/02/16 (last available statement) was £7,327.23. A bank reconciliation had also been provided to members.

b. Internal Auditor

Resolved: to obtain details of the service offered by HALC. To obtain a quotation from the existing auditor to provide enhanced audit. To appoint the auditor at the next meeting

c. Invoices and Payments

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

Action

Clerk

Clerk

28/16	Highways and Footpaths	
	a. Changes to the Lengthsman Scheme It was noted that the payments under the Lengthsman Scheme would be reduced from 2017/18	
	b. Annual Maintenance Plan. The AMP 2016/17 was agreed as drafted, provisions as for the 2015/16 AMP	Clerk
	c. Bus Waiting Area No specification had been provided. Clerk to contact contractor and request specification.	Clerk
	d. Lengthsman Works. No additional works to the scheduled jobs were noted as being required.	
	e. Defects to be reported. Blocked gully near Falcon Brook, reflectors need replacing at Todd's Hole, blue half barrel salt bins in various locations do not have lids	Clerk
29/16	Planning	
	a. New applications. None	
	b. Recent Decisions 160006 - Land adjacent to Little Rugden, How Caple. Proposed two new residential dwellings - Refused	
30/16	Neighbourhood Plan Steering Group Report. EG provided an update. The public questionnaire is due to be distributed week commencing 14 March with collection by 31 March.	NDP Steering Group
31/16	Website Clerk has agreed the format of the new website provider. It will be written in Wordpress to allow the Clerk to update it.	Clerk
32/16	Standing Orders A template capable of being amended is awaited from HALC. Resolved: to defer consideration of this to the next meeting.	
33/16	Fastershire Broadband Provision Resolved: to deliver the survey devised by the FASTERparish group subject to confirmation that they are still wanting further responses.	Clerk
34/16	Planning Enforcement Evidence of inconsistency on the part of Herefordshire Council with regard to planning enforcement were cited by one member and noted.	
35/16	Response to Peterchurch PC's letter Resolved: to collect evidence of any issues which give rise to a lack of confidence in Herefordshire Council and prepare a draft letter (if necessary) for consideration at the next meeting. To send an email of support to Peterchurch PC	All, Clerk
36/16	Correspondence A list of correspondence had been sent to members.	
37/16	Agenda Information Sheets All information was noted	

38/16 Items for the Next Agenda

- Election of Chair person
- Attendance
- Letter to Peterchurch PC
- Lack of progress and feedback on issues raised with BBLP

Payments approved at the meeting 8th March 2016

Payee	Details	Budget heading	Net £	VAT £	Gross £
Jeremy Moore	Lengthsman January and February	Lengthsman			472.00
HALC	Annual Subscription Training Course	Admin Training	275.85 8.25	55.17 1.65	331.02 9.90
Information Commissioners	Data handling annual registration fee	Admin			35.00
Herefordshire Council	Charge for uncontested election 07/05/2015	Elections			97.40

Signed

Date