

HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council
Tuesday 10th May 2016 at How Caple Grange

Members Present

Bernard Morris (BM)
Mike Perlman (MP)
John Jackson (JJ)
Bruce Jones (BJ)

Elizabeth Glover (EG)
Mark Hyde (MH)
Chris Jones (CJ)
John Clerk (JC)

Attending

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

39/16 Election of Chairperson

Unanimously resolved: to elect Bernard Morris as Chairperson.

BM signed an Acceptance of Office declaration

40/16 Election of Vice-chairperson

Unanimously resolved: to elect John Jackson as Vice-chairperson

41/16 Apologies for absence and declarations of Interest

Apologies were received from Will Edwards

Declarations of interest: BJ item 11a i and ii

CJ item 11a i and ii

42/16 Minutes of Previous Meeting

Resolved: to defer this item to the next meeting as not all members had received a copy.

Clerk to send further copies to those members who had not received the previous email

43/16 Action Points from Previous Minutes

All actions to be covered under agenda items

44/16 Report from Ward Councillor

Ward Cllr Durkin's monthly report had been sent to members prior to the meeting. He provided a summary. Cllr Durkin was asked to find out why some areas of the roadside verge on the B4224 had been sprayed with green.

45/16 Representations from the Public

None

46/15 Standing Orders

Resolved: to defer this item until the next agenda

47/16 Finance

a. Appointment of Internal auditor

Details of the service that can be provided by HALC (cost £150.00) had been obtained. It was felt that there was no advantage of this service over that provided by the previous auditor (cost £40 estimate).

Resolved: to appoint Mr Ian Binns to undertake the internal audit

b. Annual Return

The requirements of the Governance and Accounting Statements were noted.

Resolved: BM, EG and Clerk to be appointed as a Finance Working Group to consider the Annual Return and report to an extra-ordinary meeting for approval by members.

- c. Current Financial Position
A copy of the cashbook as at 31/03/16 had been provided to members prior to the meeting showing a closing working balance of £5,629.46
It was noted that the bank balance as at 31/03/16 (the latest statement date) was £7,074.78. A bank reconciliation had also been provided. All documents were approved and signed by the Chairperson.
- d. Payments
The payments in the Payments Schedule were approved (see below)

48/16 Highways

- a. Update.
JJ reported that he had spoken to a resident re the cutting of the verge on C1273 from How Caple Court park to the Parish boundary and had suggested that the Clerk monitor that this area is cut sufficiently this year. He has also spoken with the Lengthsman and will monitor the work undertaken. It was suggested that the Lengthsman should have a sign to be placed in or on his van identifying himself as the Lengthsman working on behalf of the Parish Council and that it should be investigated if it is possible and practical for the Lengthsman to spray around some of the street furniture instead of strimming.
- b. Defects to be reported
Coleshill nr Fairview Cottage – spring is deteriorating the road surface
B4224 Old School House to crossways – deterioration of road surface
Crossways – cut trees and hedge are unsightly but Clerk to establish if this is on private land
- c. Works to be undertaken by Lengthsman
None in addition to regular scheduled tasks

49/16 Planning

- a. New applications
CJ and BJ left the room for this item
 - i. 161009 Falcon Brook. Proposed erection of lean-to greenhouse.
Resolved: to support this application
 - ii. 161144 Little Falcon. Variation of a condition 2 ref P133053FH for single storey extension. Extend wall and re-position doorway
Resolved: to support this application
- b. Recent decisions
None

50/16 Neighbourhood Development Plan

- a. Update
EG reported that the collection of the questionnaires had been completed and that the report on the analysis of the data was expected shortly.
- b. Grant Application
EG presented a breakdown of the grant application for funding for the next six months of the project.
Resolved: to approve the grant application as proposed

51/16 Protecting Native Daffodils

- JJ proposed that the PC consider supporting efforts to protect native daffodils.
Resolved: JJ to gather information and report to the next meeting

52/16 Attendance at Meetings

- Suggestions were requested as to how attendance at meetings could be improved. It was agreed that Tuesday was the day that was most convenient for members. The Clerk reminded members that they had an obligation to attend and that should they not attend at least once in six months they would be deemed to have resigned.

53/16 Dates of Meetings 2016/2017

- Resolved: Meetings to be held on July 5th, Sept 20th, Nov 18th, Jan 17th, Mar 21st, May 9th**

Signed

Date

54/16 Correspondence
Noted

55/16 Agenda supporting Information
Noted

56/16 Items for Next Agenda

- Standing orders
- Daffodils

Schedule of Payments Approved at the Meeting 10th May 2016

Payee	Details	Budget heading	Net £	VAT £	Gross £
Jeremy Moore	Lengthsman March and April	Lengthsman			177.00 118.00
Data Orchard	NDP Questionnaire	NDP			1,941.25
PIP Printing	NDP Questionnaire printing	NDP	233.42	7.91	241.33
Colemans	Stationary	NDP	56.21	11.24	67.45
Lois Newman	Travel expenses for NDP	NDP			86.28
Peter Jackson	Travel expenses for NDP	NDP			94.05
Elizabeth Glover	Travel expenses for NDP and website	NDP Website			31.50 16.20
Bernard Morris	Travel expenses for NDP	NDP			45.00
How Caple Grange	Room hire NDP PC meetings	NDP Admin			540.00 704.00

Signed

Date