

# HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Meeting of the Parish Council  
Tuesday 16<sup>th</sup> January 2018 at Brockhampton Parish Hall

## Members Present

John Jackson (JJ) Elizabeth Glover (EG)  
Angela Hardy-Bishop (AHB) Bruce Jones (BJ)  
Mark Hyde (MH) Chris Jones (CJ)  
Mike Perlman (MP)

## Attending

1 member of the public  
Liz Parry-Jones (Clerk)  
Ward Cllr Barry Durkin

### 18/01 Apologies for absence

Apologies were received from Bernard Morris (BM)

### 18/02 Declarations of Interest and Requests for Dispensations

EG items 13 a i, ii, iii other interest  
BJ items 13 a i, ii, iii other interest  
CJ items 13 a i, ii, iii other interest

### 18/03 Minutes of Previous Meeting

***Resolved: to approve the minutes of the meetings of 7<sup>th</sup> November and 5<sup>th</sup> December 2017 as drafted.***

### 18/04 Updates on Action Points From Previous Meetings

Noticeboard Yatton – now erected  
Laptop and software – not yet purchased  
All other updates to be covered under agenda items.

### 18/05 Report from Ward Councillor

Cllr Durkin did not have any matters to report from December due to the Christmas break. There were no questions from members.

### 18/06 Representations from the Public

There were no representations from the public.

### 18/07 Neighbourhood Development Plan

EG provided an update on the current state of progress. The need for an extra-ordinary meeting to approve the latest version of the NDP and associated documents was discussed and a provisional date of 13/02/2018 was agreed.

### 18/08 Requirements of the General Data Protection Regulations (GDPR)

The introduction of these regulations on 25<sup>th</sup> May 2018 and the possible requirement for additional time by the Clerk and the engagement of a Data Officer resulting in additional costs were noted.

***Resolved: in the absence of firm cost estimates to cover any necessary additional costs from the contingency budget.***

### 18/09 New Policies

a. Complaints.

***Resolved: to defer consideration of this matter to the next meeting***

b. Gifts and Donations

***Resolved: to defer consideration of this matter to the next meeting***

18/10 Representation to the Much Marcle NDP Reg 14 Consultation

**Resolved: to defer consideration of this matter to the extra-ordinary meeting proposed for 13/02/2018**

18/11 Highways and PROW

a. Report.

JJ reported that three days of P3 scheme works had been completed in December and that further days would be needed to complete the tasks previously identified. The new salt bins have been put in place. It was noted that some salt bins need refilling, Clerk to contact BBLP. Reflective markers have been installed at the entrance to Todd's Hole, Clerk to request additional markers to replace those that have been destroyed to the east of the entrance.

b. Lengthsman and P3 scheme

No additional works were identified beyond the scheduled tasks.

c. Defects to be Reported to BBLP

The following were noted:

B4224 centre line potholes.

**Resolved: Clerk to report these to BBLP**

**Resolved: to consider item 13 Planning next**

18/12 Planning

a. New Applications

i. 174551 The Falcon House. Proposed single storey ground floor kitchen extension, alterations to existing window to form new doorway and internal re-ordering.

**Resolved: to support this application**

ii. 174552 The Falcon House. Listed building consent application. Proposed single storey ground floor kitchen extension, alterations to existing window to form new doorway and internal re-ordering.

**Resolved: to support this application**

iii. 174554 The Falcon House. Listed building consent application. Retrospective placement of a satellite dish.

**Resolved: to support this application**

b. Recent Decisions Affecting the Parish

None

18/13 Finance

a. Bank Signatories.

It was noted that the bank had stated that it did not have the mandate completed by members in 2015 and nor did it have a record of the signatories details provided to it in 2015. It was agreed that it would be advantageous if all members could be signatories with any two required to each sign cheque.

**Resolved: the authorised signatories in the current mandate (account 76298159) as detailed in s.2 be changed in accordance with s.5 and s.6 and the current mandate will continue as amended. The Chairman, Bernard Morris, is authorised to sign the declaration in s.8 together with the existing signatory, Christopher Jones. All members who are to be added to the list of signatories are to complete the necessary form and provide the required identification to the bank.**

b. Current Financial Position

It was noted that the cashbook showed a balance as at 31/12/2017 of £7,023.76. A copy of the cashbook and bank reconciliation had been sent to members prior to the meeting. It was noted that AHB had completed a check of the invoices and payments and that the next quarterly check should be undertaken by another member, name to be agreed.

- c. Draft Budget and Precept  
The draft budget and precept proposed at the previous meeting had been published. No feedback had been received by the Clerk. A member reported that they had received a representation that any increase in precept should reflect increase provision of services. It was agreed that the reduction in funding from Herefordshire Council for the Lengthsman did warrant an increase in precept.  
Resolved: to agree the 2018/19 budget as proposed and a precept of £7,800
- d. Invoices and Payments  
**Resolved: to approve the payments in the payment schedule (see below)**
- e. Payments Since the Last Meeting
  - O. Sandeman, P3 works agreed at meeting 7<sup>th</sup> November 2017 £375.00
  - Sollershope PCC, Contribution to churchyard maintenance £175.00

18/14 Correspondence  
Most correspondence had been forwarded on to members.

18/15 Supporting Information  
Noted

18/16 Items for Next Agenda  
Policies  
Report from Finance Working Group

### Payment Schedule

#### **Payments approved at the meeting 16<sup>th</sup> January 2018**

D. Nicolson, NDP Basic Conditions Statement	£875.00
Jeremy Moore, Lengthsman works Nov & Dec	£236.00
E Parry-Jones, salary increment (Oct - Dec) 3 mnths @ £4.88	£14.64
How Caple PCC	£175.00
Yatton PCC	£175.00
Hereford Industrial Supplies, saltbins	£253.38