

HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Meeting of the Parish Council Tuesday 17th January 2017 at How Caple Grange

Members Present

Bernard Morris (BM)
Mike Perlman (MP)
John Jackson (JJ)

Elizabeth Glover (EG)
Angela Hardy-Bishop (AHB)
John Clark (JC)

Attending

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

17/01 Apologies for absence

Apologies were received from Bruce Jones, Chris Jones and Mark Hyde.

17/02 Declarations of Interest and Requests for Dispensations

EG declared a DPI in item 3 a ii Planning, Falcon's Nest

JJ declared an other interest in item 8 b, Highways

Resolved: to grant all members a dispensation to discuss planning applications relating to the How Caple Grange Hotel for the remainder of their terms in office.

17/03 Planning

a. New Applications

- i. 163850 How Caple Grange Hotel How Caple. Change of use of an existing Georgian Country House Hotel (C1 Hotels) to a boarding house for Hereford Cathedral School (C2 Residential Institutions).
Prior to the meeting the applicant had made a presentation to the parish council members and the public.

Resolved: unanimously to support the application

Resolved: to move to item 7, Ward Cllr's Report, next

17/04 Ward Councillor's Report

Cllr Durkin informed members that Herefordshire Council has proposed a budget for 2017/18 to include a 1.9% increase in council tax plus an additional 2% for the next three years to be used for Social Care spending.

17/05 Planning (continued)

a. New Applications (continued)

- ii. 163539 Falcon's Nest How Caple. Proposed 2 bay residential garage and storage area.E

EG left the room prior to discussion of this item. Additional information had been submitted to Herefordshire Council by the applicant since comments were made at the meeting of 12/12/2016.

Resolved: unanimously to support this application

EG returned to the meeting

b. Decisions by Herefordshire Council

The following decisions were noted:

163398 Falcon Field How Caple, Proposed Repairs to a Conservatory. Listed Building Consent application, consent granted with conditions.

163177 Land Southeast of Westnors End Farm, Sollershope. General purpose barn for winter feed and agriculture, consent granted with conditions

17/06 Minutes of Previous Meetings

Resolved: To approve the Minutes of the meeting of 8th November, 29th November and 12th December 2016 as drafted.

17/07 Action Points from Previous Minutes

- Lengthsman and P3 Schemes 2017/18, Expression of Interest forms completed and returned.
- Telephone Kiosks, comments agreed at meeting 8/11/2016 returned to Herefordshire Council
- Other points to be covered under agenda items

17/08 Representations from the Public

None

17/09 Highways and Footpaths

- a. Report from Highways & PROW Working Group.
JJ reported that the Annual Maintenance Plan has been discussed with the Clerk, see later; various defects have been reported and a time to put out the new salt-bins has been arranged.
- b. P3 Scheme. JJ proposed had circulated a list of suggested tasks to be undertaken using the 2016/17 funding allocation. He presented details of Mr Oliver Sandeman as a possible contractor.
Resolved: to appoint Mr Oliver Sandeman on confirmation that he has the necessary insurance cover to carry out the tasks as proposed by JJ.
- c. Acquisition of HGV warning signs
JJ reported that he has requested that BBLP visit the proposed locations of the new signs.
- d. Annual Maintenance Plan. A draft plan had been prepared by JJ and the Clerk proposing a similar allocation as the 2016/17 Lengthsman AMP and the P3 tasks as proposed by JJ.
Resolved: to agree the AMP for the Lengthsman and P3 Schemes as proposed.
- e. Works to be undertaken by the Lengthsman
As the AMP
- f. Defects to be reported to BBLP
 - i. Church Road, Sollershope
 - ii. Coles Hill, Yatton
 - iii. B4224 How Caple, worn surface at centre line to east of Crossways junction

17/10 Acquisition of New Noticeboards at Yatton and Sollershope

A third quote had been obtained for a new board at Yatton but it was not felt to be to the same specification. Clerk to obtain three quotes for galvanised boards.

17/11 Newsletter

BM suggested a number of topics to be included.

Resolved: to produce a newsletter to be distributed towards the end of February

17/12 Finance

- a. Current Financial Position
It was noted that this showed a closing working balance of £6,429.51. It was noted that the bank balance as at 05/01/2017 (the latest statement date) was £7,733.56. A copy of the cashbook and bank reconciliation as at 05/01/2017 had been provided to members prior to the meeting.
- b. Budget and Precept 2017/18
An error relating to the expenditure on the P3 Scheme in the draft budget agreed for publication at the last meeting had been noticed and a revised draft budget had been published on the website and issued to members. No comments had been received from the public.
Resolved: to approve the budget for 2017/18 as the revised draft and to request a precept of £6,900.00

- c. Internal Auditor
Resolved: to appoint Mr Ian Binns to undertake the internal audit for 2016/17 in February or March.
- d. Payments
Resolved: to approve the payments in the Payments Schedule (see below).

17/13 Policy for Planning Applications
Resolved: to discuss this at a future meeting

17/14 Neighbourhood Development Plan
 EG reported that there had been two meetings of the NDP Steering Group since the last report and that the Steering Group would be meeting with the Neighbourhood Planning Officer on 31/01/17 to gain feedback on the Plan draft so far. Another public presentation would be held, probably in March, date and venue tba.

17/15 Correspondence
 It was noted that the diversion of footpath SH17 at Sollershope Farm had been completed. All other correspondence had been forwarded on to members.

17/16 Agenda supporting Information
 Noted

17/17 Date of Next Meeting
 It was confirmed that the next scheduled meeting would be on 21st March 2017

17/18 Items for Next Agenda
 Attendance
 HGV signs
 Planning policy
 Alternative meeting venues
 P3 reporting
 Training

Payment Schedule

Payments Approved at the meeting 17th January 2017

Payee	Details	Budget heading	Net £	VAT £	Gross £
Jeremy Moore	November and December	Lengthsman	354.00		
E Parry-Jones	Reclaim of expenses, ink cartridges, stationary (1/3 rd of £45.98) Additional hours 29 th Nov 3hrs, 12 th Dec 4hrs	Admin Clerk's salary	12.77 79.11	2.55	15.32

Signed

Date