

HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Meeting of the Parish Council Tuesday 3rd July 2018 at Brockhampton Parish Hall

Members Present

Bernard Morris (BM)
Elizabeth Glover (EG)

John Jackson (JJ)
Angela Hardy-Bishop (AHB)

Attending

1 member of the public
Liz Parry-Jones (Clerk)

18/56 Apologies for absence

Apologies were accepted from Mike Perlman, Mark Hyde, Bruce Jones and Chris Jones

18/57 Co-option of New Member

There had been an expression of interest but due to personal reasons that person was unable to put themselves forward at the present time but had indicated that they intended to do so at the September meeting.

Resolved: to consider this item at the next meeting

18/58 Declarations of Interest and Requests for Dispensations

None

18/59 Minutes of Previous Meeting

Resolved: to approve the Minutes of the meeting on 1st May 2018 as drafted.

18/60 Action Point Updates

All action points to be covered under agenda items

18/61 Report from Ward Councillor

Cllr Durkin was not present at the meeting, his monthly ward report had been sent to members ahead of the meeting.

18/62 Representations from the Public

None.

18/63 Data Protection

a. Approval of Policies and Documents.

Drafts of a Data Protection Policy and Privacy Notice (short form) and Privacy Notice (long form) had been sent to members prior to the meeting.

Resolved: to approve the Data Protection Policy, Privacy Notice (short form) and Privacy Notice (long form) as drafted.

b. Purchase of a Filing Cabinet.

The Clerk explained the need for a new, lockable filing cabinet for data protection compliance and practical reasons.

Resolved: Clerk to ask other members if a spare cabinet was available, otherwise to purchase one (up to the sum of £79.99) and to be refunded

18/64 Herefordshire Council Budget 2019/20 Consultation

It was noted that this public consultation begins on 5th July. No members were available to attend the briefing to Parish Councils on 4th July but the Clerk would attend.

Resolved: no specific questions or observations were suggested for the Clerk to raise at the Herefordshire Council Budget briefing.

18/65 Neighbourhood Development Plan

a. Steering Group Report.

EG reported that Herefordshire Council had approved the Plan to go forward to Independent Examination and had provided the CVs of three potential examiners and

asked the PC for its preference. It was agreed that at the conclusion of the examination it would be advantageous to provide a hard copy of the final plan to all households prior to the referendum and that a new grant application should be made to include this.

- b. Selection of an Examiner

Resolved: that the preferred examiner was Ann Skippers.

18/66 Finance

- a. Current Financial Position.

It was noted that the cashbook as at 30/06/18 showed a balance of £8,020.51. The latest bank statement as at 05/06/18 showed a balance of £8,273.26. A bank reconciliation had been provided to members.

- b. Invoices and Payments.

Resolved: to approve the payments shown in the payment schedule, subject to approval of the worksheet for Jeremy Moore by JJ

- c. Payments Since the Last Meeting.

None

18/67 Highways and PROW

- a. Report.

JJ gave a report. Terry Griffiths had completed the first of two days works in the parishes. He had reported that there had been more work to do in How Caple than had been predicted due to the number of blocked gullies.

Resolved: if required up to £650.00 would be allocated to this work

- b. BBLP PRoW Briefing.

The Clerk reported on the recent Public Rights of Way briefing by BBLP. Copies of the PowerPoint slides will be forwarded when received from BBLP.

- c. Lengthsman and P3 scheme.

Resolved: Jeremy Moore to cut footpath entrances where they meet roads

- d. Defects to be Reported to BBLP.

The Clerk to report the following:

Repainting required for the centre line and several of the 'SLOW' markings on B4224
Potholes at crossways

18/68 Planning

- a. New Applications.

None

- b. Recent Decisions Affecting the Parish.

None

18/69 Correspondence and Supporting Information

It was agreed that the offer from Herefordshire Cathedral School to hold a presentation to residents regarding its development at How Caple Grange should be accepted and that a venue in or near the parish would be favoured. The Clerk to suggest either How Caple Court or Brockhampton Parish Hall. Other correspondence had been forwarded to members prior to the meeting and was noted.

18/70 Items for Next Agenda

GDPR policies and statements

Appointment of member to undertake financial checks

18/71 Exclusion of Public

Resolved: to exclude the public in order to discuss the Clerk's employment

18/72 Clerk's Employment Terms and Salary

The Clerk left the meeting, notes were taken by the Chair. The Clerk was requested to keep a brief log of hours.

Resolved: to increase the Clerk's salary from 01/04/18 in line with the Joint National Council for Government Services recommended level for SCP 24.

Payment Schedule

Payments approved at the meeting 3rd July 2018

Jeremy Moore, Lengthsman works April (subject to confirmation of worksheet by JJ)	£118.00
Jeremy Moore, P3 Scheme works (subject to confirmation of worksheet by JJ)	£354.00
Terry Griffiths Contracts, Lengthsman works, Grounworks, return of unspent NDP funding	up to £650.00 £1,308.49
E Parry-Jones, SLCC membership	£44.23