

# HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

## Minutes of the Meeting of the Parish Council Tuesday 4<sup>th</sup> July 2017 at How Caple Grange

### Members Present

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

Elizabeth Glover (EG)  
Angela Hardy-Bishop (AHB)  
Chris Jones (CJ)  
Mark Hyde (MH)

### Attending

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

17/58 Apologies for absence  
None.

17/59 Declarations of Interest and Requests for Dispensations  
None

17/60 Co-option of new member  
There were no candidates.  
Resolved: to defer to the next meeting

17/61 Minutes of Previous Meeting  
**Resolved: to approve the minutes of 9<sup>th</sup> May 2017 as drafted**

17/62 Updates on Action Points From Previous Meetings  
Checks on financial procedures – AHB to carry out checks in August  
Noticeboard Yatton – waiting BBLP to approve proposed location adjacent to existing board.  
All other updates to be covered under agenda items.

17/63 Report from Ward Councillor  
Cllr Durkin spoke to his monthly Ward Report which had been sent to members prior to the meeting. In addition he highlighted Herefordshire Council's desire to encourage the public to attend Council meetings and showed members the video of the new City Link Road. In response to a question as to why local firms are not used more widely by Herefordshire Council he replied that they are able to bid for all contracts but have often proved more expensive than firms from elsewhere.

17/64 Representations from the Public  
A member of the public asked what was happening with the replacement of the noticeboard at Sollershope; this is not owned by the PC but it is understood that a member of the public will liaise with the owner regarding a replacement.

17/65 Neighbourhood Development Plan  
a. Update from Steering Group.  
BM informed members of progress since the last meeting. The draft Plan is now ready for approval prior to formal public consultation Regulation 14.  
b. Consideration of the draft NDP.  
A copy of the draft NDP v2.0 had been sent to members prior to the meeting. Queries were raised as to whether the responses to the residents' survey questions regarding poly-tunnels and poultry units had been reflected in the policies and whether a statement regarding the tendering of the Lengthsman contract was correct. Evidence from the survey results data was produced and it was agreed that the wording correctly reflected the evidence and that future contracts for the Lengthsman work would be subject to tender.

**Resolved: to approve the draft Neighbourhood Development Plan v2.0 to be put out to public consultation for a period of eight weeks from 31 July to 24 September 2017.**

- c. Method of Consultation and Associated Budget.  
It was noted that other parishes had found that giving a paper copy to every household had proved beneficial. It was estimated that the likely cost of producing 200 copies would be in the region of £400.

**Resolved: to deliver a paper coloured copy of the draft NDP to every household in the Neighbourhood Area together with a covering letter explaining how comments should be made. Agreed budget of £600.**

- d. Public Information Event.

**Resolved: to hold a drop-in session to provide information about the NDP at How Caple Grange, proposed date 19<sup>th</sup> August, tbc.**

17/66 Newsletter.

Agreed JJ to produce item on PROW and Highways. Other suggestions to be sent to the Clerk.

**Resolved: to issue a further newsletter in the previous format before the end of August.**

17/67 September Meeting

**Resolved: to alter the date of the next scheduled meeting to 12<sup>th</sup> September.**

17/68 Highways and PROW

- a. Report.

JJ reported that further works under the P3 scheme had been identified, Clerk checking on landowner responsibilities. A report on the condition of Welsh Court Road had been made to BBLP.

EG left the meeting.

- b. Saltbins

Resolved: to purchase further salt bins up to total net cost of £400

- c. Lengthsman and P3 scheme

None additional to those already identified

- d. Defects to be Reported to BBLP

No further items to report

17/69 Finance

- a. Current Financial Position

It was noted that the cashbook showed a balance as at 28/06/2017 of £5,718.77. A copy of the cashbook and a bank reconciliation had been sent to members prior to the meeting.

- b. Amended Standing Order for Clerk's Salary

This had been approved at a previous meeting.

- c. Invoices and Payments

BM declared an other interest.

**Resolved: to approve the payments in the payment schedule (see below) JJ to confirm all June Lengthsman works had been satisfactorily completed prior to payment being made.**

- d. Payments Since the Last Meeting

None

17/70 Planning

- a. New Applications

None

- b. Representations Under Delegated Powers

None

- c. Recent Decisions Affecting the Parish

None

17/71 Correspondence

Most correspondence had been forwarded on to members. In addition the Clerk drew members attention to the 2018/19 Budget Consultation that Herefordshire Council are inviting the public to participate in.

17/72 Supporting Information

Noted

17/73 Items for Next Agenda

Standing Orders

Financial Regulations

**Payment Schedule**

Payments approved at the meeting 4<sup>th</sup> July 2017

|                                       |         |
|---------------------------------------|---------|
| Jeremy Moore, Lengthsman (May & June) | £472.00 |
| Ian Binns, Internal Audit             | £40.00  |
| E Parry-Jones, salary increment       | £14.64  |
| E Parry-Jones, expenses               | £124.26 |
| Bernard Morris, NDP expenses.         | £239.08 |
| Elizabeth Glover, NDP expenses        | £46.35  |
| Lois Newman, NDP expenses             | £84.98  |
| Peter Jackson, NDP expenses           | £57.15  |