

HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Meeting of the Parish Council
Tuesday 20th March 2018 at Brockhampton Parish Hall

Members Present

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

Attending

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

18/23 Apologies for absence
None

18/24 Declarations of Interest and Requests for Dispensations
None

18/25 Minutes of Previous Meeting
Resolved: to approve the minutes of the meeting of 13th February 2018 as drafted.

18/26 Updates on Action Points From Previous Meetings
It was noted that confirmation had been received from NatWest that the mandate for the cheque signatories and the Clerk's salary had been amended
All other updates to be covered under agenda items.

18/27 Report from Ward Councillor
Cllr Durkin spoke to his monthly ward report which had been sent to members ahead of the meeting. There were no questions from members.

18/28 Representations from the Public
A report was received from the Yatton footpath warden.

18/29 Correspondence

- a. Current procedure for handling correspondence.
EG declared an interest.

The current procedure followed had been sent to members prior to the meeting. The Clerk informed members that advice had been received from HALC and SLCC that any correspondence received which is Parish Council business should be sent on to all members if it assists them in performing their roles as Parish Council members and that where correspondence is marked "Private" and/or "Confidential" the sender should be informed that once passed to members it may be discussed in an open meeting and so they should be given the chance to withdraw it.

Resolved: to amend the procedure for handling correspondence to inform any sender of correspondence marked "Private" and/or "Confidential" that once passed to members it may be discussed in an open meeting and so they are to be given the chance to withdraw it.

- b. Correspondence received.
Relevant correspondence had been forwarded to members. It was noted that in addition copy letters from the Monitoring Officer had been received stating no breaches of the Code of Conduct had been found in respect of complaints made against three members.

- 18/30 Procedures of snow and other emergencies
It was proposed that a Working Group be established to consider the Parish Council's response to extreme weather events and other emergencies. There were no volunteers.
- 18/31 Neighbourhood Development Plan
EG provided an update on the current state of progress. It was noted that a further typographical error had been found in the Plan since it had been approved for Reg. 15 submission but that a correction did not produce a change to the substance of the Plan.
Resolved: to submit the corrected NDP
- 18/32 Requirements of the General Data Protection Regulations (GDPR)
Resolved: A Working Group comprising EG, AHB and Clerk to review the requirements and the available information from HALC, SLCC and Herefordshire Council and propose procedures to ensure compliance with the GDPR for consideration at the next meeting.
- 18/33 New Policies
- a. Complaints.
A draft policy had been sent to members
Resolved: to adopt the policy as drafted
 - b. Unreasonable Complaints
A draft policy had been sent to members
Resolved: to adopt the policy as drafted
 - c. Gifts and Donations
A draft policy had been sent to members
Resolved: to adopt the policy as drafted
- 18/34 Highways and PROW
- a. Report.
JJ gave a report. It was noted that some salt bins need refilling, Clerk to request refills where necessary.
 - b. Lengthsman and P3 scheme
No additional works were identified beyond the scheduled tasks.
 - c. Defects to be Reported to BBLP
Chevron at Falcon House has slipped, fallen branches on verge near Rugden Farm are restricting visibility.
- 18/35 Finance
- a. Internal Auditor
It was noted that due to ill health the current internal auditor would not be able to carry out the audit this year.
Resolved: the Finance Working Group to discuss the appointment of a new internal auditor
 - b. Current Financial Position
It was noted that the cashbook showed a balance as at 31/12/2017 of £5,050.29. A copy of the cashbook and bank reconciliation had been sent to members prior to the meeting.
 - c. Invoices and Payments
Resolved: to approve the payments in the payment schedule (see below)
 - d. Payments Since the Last Meeting
None
- 18/36 Planning
- a. New Applications
None
 - b. Recent Decisions Affecting the Parish
None

18/37 Supporting Information
Noted

18/38 Items for Next Agenda
Report from Finance Working Group
Report from the GDPR Working Group

Payment Schedule

Payments approved at the meeting 20th March 2018

Jeremy Moore, Lengthsman works Jan & Feb (subject to approval of the worksheets)	£236.00
How Caple Grange, venue hire 2017/18	£375.00
William Dereham, laptop set up	£40.00
HALC, annual subscription	£352.30
GV Webdesign, hosting and domain renewal	£120.00
E Parry-Jones, salary increment (Feb) @ £4.88	£4.88
E Parry-Jones, stationery	£8.00
E Parry-Jones, new laptop and software (funded from Transparency Fund grant)	£465.97