

HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Meeting of the Parish Council
Tuesday 21st March 2017 at How Caple Grange

Members Present

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

Attending

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

17/19 Apologies for absence

Apologies were received John Jackson.

17/20 Declarations of Interest and Requests for Dispensations

CJ declared a DPI in item 7
BJ declared a DPI in item 7

17/21 Minutes of Previous Meeting

Resolved: to approve the Minutes of the meeting of 17/01/2017 as drafted.

17/22 Updates on Action Points From Previous Meetings

All updates to be covered under agenda items.

17/23 Report from Ward Councillor

Cllr Durkin reported that BBLP have surveyed the road at Rattle Hill and will undertake works to cut back the hedge and verge which have encroached to uncover the highway. Members reported that it appears that this work has already begun. In response to a members query Cllr Durkin offered to lobby BBLP to request support for landowners where fly-tipping occurs on private land.

17/24 New Noticeboard at Yatton

It was agreed that prior to discussion of the two offers CJ and BJ should remain to give details of their company's, Caple Forge, quotation. It was noted that Thomas Forge which had been asked to revise their quote to reflect a galvanised unit had declined to do so and strongly recommended the painted specification previously detailed. CJ and BJ left the room.

Resolved: to accept the quote from Caple Forge of £836.45 ex VAT

17/25 Policy for handling Planning Applications

A revised draft policy proposed by BM had been sent to members prior to the meeting. A proposal was made that this draft policy be amended to reflect the previous procedures followed. BM withdrew the draft policy and agreed to revise it following discussions with those members familiar with the former procedure.

17/26 Appointment of a Planning Working Group

BM withdrew this item

17/27 Policy for Conducting Site Visits

BM withdrew this item

17/28 Litter-pick

The initiative by Keep Britain Tidy and the support available from BBLP was noted. It was generally agreed that litter was not currently a serious problem in the parishes.

Resolved: not to organise a litter-pick at the current time.

- 17/29 Members' Attendance at Parish Council Meetings
Information regarding members' attendance had been provided prior to the meeting. A member urged all members to brief the others on necessary information ahead of meetings so that continuity is not lost should a member be unable to attend a meeting.
- 17/30 Training
It was not considered that there was a requirement for a further group training session currently. The Clerk reminded members that the details of courses offered by HALC are sent out regularly and that there is provision in the budget for members' training costs.
Resolved: not to arrange a group training session at the current time.
- 17/31 NDP Steering Group Terms of Reference
Resolved: to re-confirm the Terms of Reference for the NDP Steering Group
- 17/32 Neighbourhood Development Plan Update
EG reported; 20+ people had attended the public drop-in event earlier in the afternoon which had provided the current redrafted policies. The feedback provided at the event and any received via the website will be analysed and used to further refine the draft policies. It was noted that additional grant funding is available and that the Steering Group will be producing a budget for a further grant application. BM thanked all those involved in preparing the event.
- 17/33 Highways and Footpaths
- a. Report from Highways & PROW Working Group.
The Clerk read out a report from JJ. It was noted that Oliver Sandeman had completed his survey of all PROW in the three parishes and had provided his report; the new grit bins had been put in place and filled; BBLP had agreed that HGV advisory signage would be appropriate at Rattle Hill, the U70009.
 - b. HGV Advisory Signs
Quotes for HGV signage had been received from Owen Pell and a quote from BBLP has been requested. A further quote is to be sought.
 - c. Works to be undertaken by the Lengthsman
No additional works were noted. The Clerk was requested to request that the Lengthsman ensures that he uses adequate signage and wears the correct safety clothing.
Resolved: Lengthsman works as the AMP
 - d. Defects to be reported to BBLP
No new defects identified
- 17/34 Planning
- a. New applications
No new applications
 - b. Representations made under delegated powers
P170224/FH Falcon Field, How Caple, Repair existing conservatory.
It was noted that following consultation with members and the public the Clerk had made a representation supporting this application.
 - c. Recent decisions
The following decisions were noted:
P170224/FH Falcon Field, How Caple. Repair existing conservatory – approved with conditions.
P163539/F Falcon's Nest, How Caple. Proposed 2 bay residential garage and storage area – approved with conditions
- 17/35 Finance
- a. Current Financial Position
A copy of the cashbook and bank reconciliation as at 03/03/2017 had been provided to members prior to the meeting. It was noted that this showed a

closing working balance of £7,266.18. It was noted that the bank balance as at 03/03/2017 (the latest statement date) was £8,220.23

- b. Finance Working Group Report
The FWG had not met. Clerk to forward Risk Assessment and Internal Control Document for consideration.
- c. Payments
A member proposed that the HALC subscription of (invoiced £372.29 for 2017/17) should be limited to the amount paid in 2016/17, £340.92. Clerk to make request to HALC.

Resolved: to approve the payments in the Payments Schedule with the HALC subscription at the 2016/17 figure (see below).

17/36 Correspondence and Supporting Information

An invitation from Warwickshire and West Mercia Probation Service to submit projects for its Community Payback Programme was noted. All other correspondence had been forwarded on to members.

17/37 Date of Next Meeting

It was confirmed that the next scheduled meeting would be on 9th May 2017

17/38 Items for Next Agenda

HGV Signage

Payment Schedule

Payments to be approved at the meeting 21st March 2017

Jeremy Moore, Lengthsman works January and February, £236.00

Oliver Sandeman, PROW survey under P3 Scheme, £305.60

HALC, Annual subscription, £340.92

PiP Hereford, NDP printing, £30.49

Information Commissioners Office, Data Controller registration, £35.00