

HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council
Tuesday 9th May 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

3 members of the public
Liz Parry-Jones (Clerk)
Oliver Sandeman

17/39 Election of Chair

Resolved: to elect Bernard Morris as Chair. Proposed MP, seconded AHB

17/40 Election of Vice-chair

Resolved: to elect John Jackson as Vice-Chair. Proposed BM, seconded EG

17/41 Apologies for absence

None.

17/42 Declarations of Interest and Requests for Dispensations

JJ declared a DPI in item 15 a.

17/43 **Resolved: to consider item 13 next**

17/44 Highways and PROW

- a. Report from Highways and PROW Working Group. JJ introduced Oliver Sandeman who is contracted to do works under the P3 Scheme. A copy of his report was circulated. It was agreed that further works to damaged PROW furniture should be undertaken, Clerk to seek clarification as whether any of these works may be land owner's or Herefordshire Council's responsibilities. Members thanked Mr Sandeman for his comprehensive and useful report. MP reported that a footbridge from Sollershope Court to Hurstans is in need of repair.
- b. HGV Signage. A quote for signage from BBLP is still awaited. Clerk to write to the owners of Birchwood Cottage to seek permission to site a sign in the verge adjacent to the cottage. BBLP are also to confirm the location of utilities in the verge outside Birchwood Cottage.
- c. Contract for Lengthsman and P3 Schemes 2017/18. A copy of the contract had been sent to members prior to the meeting.
Resolved: to approve the contract as proposed
- d. Lengthsman Schedule of Works 2017/18. A schedule of proposed works had been drawn up by the Clerk following discussion with the Lengthsman. It was noted that this is subject to alteration to allow for specific conditions.
Resolved: to approve the schedule as proposed.
- e. Additional Works for Lengthsman. None
- f. Defects to be reported to BBLP. None

17/45 Minutes of Previous Meeting

Resolved: to approve the Minutes of the meeting of 21/03/2017 as drafted.

17/46 Updates on Action Points From Previous Meetings

All updates to be covered under agenda items.

- 17/47 Report from Ward Councillor
Cllr Durkin was not present at the meeting. His monthly Ward Report had been sent to members.
- 17/48 Representations from the Public
None
- 17/49 Resignation of John Clark
It was noted that John Clark had sent a letter of resignation. Members acknowledged the considerable contribution that Mr Clark had made during more than 20 years as a member.
Resolved: that a letter of thanks should be sent to Mr Clark and an acknowledgement of his contribution placed in the Phoenix and Mercury magazines
- 17/50 Dates of Meetings 2017/18
Resolved: ordinary meetings to be scheduled on the first Tuesday of alternate months as follows:
July 4th,
September 5th
November 7th
January 16th (second Tuesday)
March 6th
May 1st
- 17/51 New Planning Policies
a. Policy for handling Planning Applications. A revised draft policy had been sent to members prior to the meeting.
Resolved: to adopt the policy as proposed.
b. Policy for Conducting Planning Application Site Visits. A revised draft policy had been sent to members prior to the meeting.
Resolved: to adopt the policy as proposed.
- 17/52 Report from the NDP Steering Group
EG gave a verbal report. Draft policies have been revised following the latest public information event and sent to the Neighbourhood Planning Officer assigned to assist the Parish Council. Her comments will be incorporated into the next drafts. The Group aims to have a version of the plan ready for approval by the Parish Council at the next meeting ready for formal public consultation by the early autumn. Additional grant funding is now available and an application has been prepared.
Resolved: to submit an application for additional grant funding.
- 17/53 Finance
a. Current Financial Position
A copy of the cashbook and bank reconciliation as at 31/03/2017, the financial year end, had been provided to members prior to the meeting. It was noted that this showed a closing working balance of £6,429.51 and a bank balance of £7,733.56. The Internal Audit had been completed and the auditor's report, which found that all necessary procedures had been followed and contained no recommendations for additional actions, was noted.
b. Finance Working Group Report
BM reported on a meeting of the FWG. The requirement for regular checking of the bank statements and invoices was noted. The Internal Control Document, Risk Assessment and Asset Register and the Annual Governance Statement had been considered and were recommended for approval.
Resolved: to instigate regular quarterly checks of the bank statements against invoices and the cash book (AHB to undertake first of these), to approve the Internal Control Document, Risk Assessment and Asset Register.

- c. Annual Return
 - i. Annual Governance Statement.
Resolved: to approve this Annual Governance Statement
 - ii. Annual Accounting Statement
Resolved: to approve the Annual Accounting Statement
- d. Revision of Standing Order Mandate for Clerk's Salary
Resolved: to revise the standing order mandate to increase the Clerk's salary in line with the NJC recommended pay scale
- e. Payments.
Resolved: to approve the payments in the Payments Schedule (see below).
- f. Payments Since the Last Meeting
It was noted that Oliver Sandeman had been paid £208.40 for the completion of works under the P3 Scheme agreed at the last meeting.

17/54 Planning

- a. New applications. JJ left the meeting.
 - i. 171419 Rock Farm, Sollershope. Proposed single storey rear extension and internal alterations.
Resolved: to support this application
 - ii. 171419 Rock Farm, Sollershope. Proposed single storey rear extension and internal alterations.
Resolved: to support this application
 JJ returned to the meeting
- b. Recent decisions
None

17/55 Correspondence

All correspondence had been forwarded on to members.

17/56 Supporting Information

Noted

17/57 Items for Next Agenda

Standing Orders
Financial Regulations
Additional salt bins

Payment Schedule

Payments approved at the meeting 9th May 2017

Jeremy Moore, Lengthsman works March & April	£236.00
How Caple Grange, venue hire, (NDP meetings/public info events £300.00 PC meetings £714.00)	£1,014.00
William Dereham, computer maintenance,	£95.00
GV Web Design, Hosting and domain renewal,	£110.00
Hereford Industrial Supplies, salt bins,	£405.41
HALC, Group training	£189.72
HALC, Annual Subscription	£372.29

Signed

Date