

# HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Meeting of the Parish Council  
Tuesday 20<sup>th</sup> Sept 2016 at How Caple Grange

## Members Present

Bernard Morris (BM) Elizabeth Glover (EG)  
Mike Perlman (MP) Mark Hyde (MH)  
John Jackson (JJ) Chris Jones (CJ)  
Bruce Jones (BJ) John Clark (JC)

## Attending

4 members of the public  
Ward Cllr Barry Durkin (BD)  
Liz Parry-Jones (Clerk)

81/16 Apologies for absence  
None

82/16 Declarations of Interest and Requests for Dispensations  
None

83/16 Minutes of Previous Meeting  
**Resolved: To approve the Minutes of the meeting of 5<sup>th</sup> July 2016 as drafted.**

84/16 Action Points from Previous Minutes

- Vacancy – Herefordshire Council has now confirmed that there has been no call for an election and so the PC can co-opt a new member
- Speed reduction measures at Crossways – a meeting is being arranged with BBLP to discuss the feasibility of installing a SID or other measures
- Other points to be covered under agenda items

85/16 Report from Ward Councillor  
Ward Cllr Durkin informed members that an agreement had been made with a local land owner to enable the cabling for Superfast broadband service to be provided to those parts of How Caple near Whitehouse Farm.

86/16 Representations from the Public  
Concerns were raised that an advertising sign erected on the verge near the Falcon was unsightly and a distraction for motorists. BD to report to BBLP and to investigate whether it has the necessary permissions to be erected there.

88/16 Finance

a. Current Financial Position  
A copy of the cashbook as at 13/09/16 had been provided to members prior to the meeting. It was noted that this showed a closing working balance of £4,562.80. It was noted that the bank balance as at 05/09/16 (the latest statement date) was £5,166.85. A bank reconciliation had also been provided. The report of the auditors was noted.

b. Budget Items 2017/18  
Agreed that the provision of new notice boards, traffic calming, signage and Lengthsman funding should be considered for inclusion within the 2017/18 budget.  
**Resolved: to refer this item to the Finance Working Group to produce a draft budget for consideration at the next meeting**

c. Payments  
**Resolved: to approve the payments in the Payments Schedule (see below)**

89/16 Highways

- a. Highways and PROW Working Group  
**Resolved: to appoint JJ and MH to this Working Group the Terms of Reference for which are 'to examine any pertinent issues relating to public rights of way, including footpaths, within the parishes and recommend to Council any actions considered necessary'.**
- b. Replacement salt bins.  
**Resolved: To purchase replacement salt bins up to a maximum cost of £400.00.**  
MH to investigate possible supply.
- c. Bus Waiting Area  
A specification and estimate had been received. Two other contractors approached for estimates had declined to provide estimates. CJ to approach a further contractor.  
**Resolved: to investigate potential demand for a waiting area and using specification provided to try to obtain an alternative quote.**
- d. P3 Scheme Delivery  
**Resolved: to defer this to the Highways and PROW Working Group**
- e. Works to be undertaken by Lengthsman  
Grips to be widened.
- f. Defects to be reported to BBLP  
U70008 nr Fairview Cottage, water running on to road from Spring  
U70009 Rattle Hill, numerous potholes

90/16 Planning

- a. New applications
  - i. 162389 Holly Cottage, Yatton. Ground floor single storey extension to the north.  
**Resolved: to support this application.**
- b. Recent Decisions  
None

91/16 Neighbourhood Development Plan

EG provided an update.

**Resolved: to hold a public update briefing on 8<sup>th</sup> November and to approve the application for additional grant money.**

92/16 Replacement Notice Boards in Yatton and Sollershope.

The property owner at Sollershope has confirmed her permission in principal for a larger board to be fixed to her wall. Clerk to obtain quotes.

**Resolved: To allocate £500.00 for the purchase of each new notice board at Yatton and Sollershope.**

93/16 Members Training

Clerk to obtain possible dates from HALC

94/16 Clerk Appraisal and Training

It was noted that the Clerk's annual appraisal had been completed and the job specification updated as appropriate.

**Resolved: to support the Clerk's application to complete the CiLCA qualification detailed in her letter dated 12<sup>th</sup> September 2016 subject to the approval of the other Parish Councils which employ her to share the costs.**

95/16 Much Marcle United Charities

The assets of this Charity are to be transferred to Herefordshire Community Foundation. JC has requested that reports of the Foundation will be sent to this Parish Council.

96/16 Pension Auto-enrolment

It was noted that the Staging Date was 1<sup>st</sup> October 2016. The Clerk confirmed that her salary was below the minimum threshold for the PC to provide a pension scheme and that all requirements for notification will be complied with.

97/16 Website

It was noted that the draft website has been produced and will be available to view before the end of the month. Clerk to receive training for updating website.

98/16 Correspondence

Noted

99/16 Agenda supporting Information

Noted

100/16 Date of Next Meeting

It was confirmed that the date of the next meeting is 8<sup>th</sup> November and that the Minutes of 10<sup>th</sup> May show an incorrect date.

101/16 Items for Next Agenda

- HGV signs
- Bus waiting area

**Payments approved at the meeting 20<sup>th</sup> Sept 2016**

Payee	Details	Budget heading	Net £	VAT £	Gross £
Jeremy Moore	Lengthsman July and August	Lengthsman			472.00
How Caple PCC	Contribution to churchyard upkeep 2015 & 2016	Churchyard contribution			350.00
Yatton PCC	Contribution to churchyard upkeep 2015 & 2016	Churchyard contribution			350.00
Sollershope PCC	Contribution to churchyard upkeep 2015 & 2016	Churchyard contribution			350.00
William Dereham	Computer maintenance	Admin			95.00
PiP	Newsletter printing	Newsletter & website			30.49

Signed

Date