

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes

of the Parish Council meeting held on the 10th January 2023

Present:

Councillors John Jackson, Chairman; Brendan Beal; Elizabeth Glover; Barbara Cole.

In attendance:

Ward Cllr Barry Durkin; HALC Clerk Helen Tinson and 3 members of the public.

Before the meeting began, the Chairman wished to express thanks on behalf of the Council to the outgoing Clerk, Linda Yapp, for her work over the last four years.

1. Consideration to access HALC Clerk Cover for the meeting:

It was RESOLVED: to access HALC's CiLCA qualified Clerk/RFO Cover for the meeting.

2. To receive apologies for absence

Apologies received from Cllrs Chris Jones, Hugh Bodington and Vic Yapp; and from PCSO Kirsten Kysow.

3. To receive declarations of interest.

Cllr Brendan Beal declared a pecuniary interest in item 7.1.1. The Declarations of Interest book was duly completed.

4. To approve minutes of the previous meeting:

Members considered the minutes of the meeting held on 1st November 2022.

It was RESOLVED: to approve the minutes as a true and proper record of the meeting. The minutes were signed by the Chair.

5. To receive representations from the public

5.1. Ward Councillor Report: Cllr Durkin reported the proposed closure of the post office in How Caple.

The consultation end date is 10th February 2023. It was agreed to hold an Extra Ordinary meeting to consider the PC response to the consultation, and to promote the meeting to members of the public and other local councils who would also be affected by the closure. Cllr Durkin later reported that Herefordshire Council would be in purdah from 6th March 2023 until the elections on the 4th May.

5.2. Safer Neighbourhood Team Report: There was no report but it was understood that PCSO Kysow has been trying to meet with gamekeepers to discuss the problem of poaching and has the support of the Rural Crime Division.

5.3. Representations from the Public: A member of the public expressed concerns about the poor mobile phone service and the potential lack of telephone connectivity in the event of a power cut once telephone

lines have moved from analogue to digital. It was agreed to investigate with Fastershire and consider further at the next meeting.

6. Finance:

6.1. Members received a brief financial report. It was reported that there has been no movement in the bank since payment of invoices approved at the November meeting. The bank balance at 1st December 2022 was £15,112.09. Members considered the draft budget prepared by the Finance Working Group at a meeting on 8th November 2022, noting proposed changes to some budget headings and proposed expenditure to be taken from reserves. It was agreed that later in the year, the Finance Working Group should consider building reserves for revisions to the NDP that may be required in the future. The precept for 2023/2024 was proposed at £8,200.00.

It was RESOLVED: to approve the draft budget as attached to these minutes as Appendix A and to set the precept for 2023/2024 at £8,200.00. HALC to submit the precept request to Herefordshire Council.

6.2. **It was RESOLVED:** to approve the following invoices for payment:

- 6.2.1. Jeremy Moore, Lengthsman, £124.00 (no VAT)
- 6.2.2. Autela Payroll, £45.00 plus £9.00 VAT
- 6.2.3. Linda Yapp, Clerk Salary November and December, as per contract
- 6.2.4. HMRC, PAYE/NIC October, November, December, as per contract
- 6.2.5. Terry Griffiths, Lengthsman, £400.00 plus £80.00 VAT
- 6.2.6. Groundwork UK, Repayment of NDP Grant, £846.95

7. Planning:

Cllr Beal left the room in accordance with his declaration of interest.

7.1. **223809:** The Old Forge, How Caple, HR1 4TE. Proposed conversion and extension of the existing studio/barn attached to the main dwellinghouse (This is a revised scheme, scaled back from that proposed under previously approved application ref. 200856). Members considered the application and raised no objections.

It was RESOLVED: to support the application.

Cllr Beal returned to the room.

7.2. **222853:** Land lying southeast of Westnors End Farm, Sollershope, HR1 4RR. Retrospective application for the building up of ground with soil and hardcore, to raise ground around the barn to be built (approved under 163177), planting trees and hardstanding for all machinery used - to alleviate water to highway from field (Part retrospective). Members considered the application and raised a number of concerns.

It was RESOLVED: to submit a general comment noting the following concerns:

- 7.2.1 the quantity of hardcore on arable land does not seem in proportion to the field and the development of the barn, or is particularly sensitive to habitat or the environment within an Area of Outstanding Natural Beauty;
 - 7.2.2 it was unclear how the hardcore would alleviate problems with water on the highway as proposed in the application;
 - 7.2.3 clarification on whether the quantity of hardcore so far deposited would constitute a change of use.
- Cllr Jackson did not take part in the vote as he has already submitted a personal response to the application.

7.3. **223986:** Totnor Mill Cottage, Brockhampton, HR1 4TJ. Proposed garage. Members considered the application and raised no objections.

It was RESOLVED: to support the application.

8. Highways and Footpaths:

8.1. Members received a report concerning the Speed Indicator Device following a meeting with Simon Hobbs from Herefordshire Council on the 17th November 2022. Two locations along the B4224 have been approved in principle; Cllr Jackson has asked for specific locations to be marked on a definitive map.

It was RESOLVED: that Cllr Jackson would write to Simon Hobbs and request written confirmation of the exact locations approved and then seek three quotations for the installation of two SID bases, one at either end of the parish. It was also agreed to contact Bruce Evans from Herefordshire Council to confirm that local contractors (with the correct licences) can be used to install the bases, as agreed at a B4224 Multi Parish Strategy Group on 5th September 2022.

Cllr Barry Durkin left the meeting, 8.55pm.

9. Recruitment:

9.1. Members considered accessing HALCs recruitment service to recruit a new clerk. It was noted that HALC would take the council laptop and monitor emails and supply a temporary clerk for each meeting.

It was RESOLVED: to approve the motion and access HALCs recruitment service at a cost of £220 plus VAT.

9.2. Members considered the National Salary Award for 2022/2023 which is proposed should be backdated to 1st April 2022.

It was RESOLVED: to approve the national salary award for the outgoing clerk, at the current pay scale, and to backdate it to 1st April 2022. Cllr Jackson to contact Autela Payroll accordingly.

10. Community:

10.1. Members considered celebrating the coronation of King Charles III on 6th May 2023. It was proposed to hold an event on the afternoon of Sunday 7th May at Wilmott House.

It was RESOLVED: to hold an event on the afternoon of Sunday 7th May at Wilmott House and to set up a working group to organise the event. Cllrs Jackson and Beal volunteered for the working group and will seek further volunteers from the community. Cllr Jackson to confirm the venue and date with Wilmott House.

10.2. Members considered the date for the Annual Parish Meeting.

It was RESOLVED: to hold the APM at 6pm on Sunday 7th May 2023 after the coronation celebrations.

10.3. Members received a brief report concerning the successful police community event on 3rd November 2022. Members thanked Cllr Bodington for hosting the event, and considered plans for a further police community event for Sollershope and How Caple.

It was RESOLVED: to hold a second event at Brockhampton Village Hall on Saturday 11th February 2023 between 10am and 1pm. Cllr Jackson to book the hall and confirm the date with PCSO Kysow.

11. Next Meeting:

It was RESOLVED: to hold an Extra Ordinary Meeting at 7pm on Tuesday 7th February at Brockhampton Village Hall (tbc pending hall booking) to consider response to the closure of the post office;

It was RESOLVED: to hold the next Ordinary Meeting at 8pm on Tuesday 7th March at Brockhampton Village Hall. Agenda items to include:

- 11.1 Review of Planning Policy
- 11.2 Investigation with Fastershire

The chairman thanked all for attending and closed the meeting at 9.15pm

SignedChairmandate

APPENDIX A: 2023/2024 BUDGET

<i>Budget for How Caple Sollershope and Yatton Group Parish Council</i>	<i>2021-2022</i>	<i>2022-2023</i>	<i>Approved Budget and Precept request for 2023-2024</i>
Clerks Salary Basic	£3162.00	£3500.00	£3500.00
Consumables Postage Stationery	£180.00	£150.00	£180.00
Newsletter	£120.00	£100.00	£130.00
Web-site	£230.00	£350.00	£200.00
Insurance	£300.00	£300.00	£300.00
Subscriptions	£460.00	£500.00	£500.00
Audit fees	£100.00	£100.00	£100.00
Lengthsman & Footpaths	£2800.00	£2500.00	£2500.00
Contribution to Churchyard Open Space	£525.00	£525.00	£525.00
Training All		Funds still in reserve	Funds in reserves
Meetings Room/Zoom	£120.00	£100.00	£120.00
Miscellaneous exps	£300.00	£300.00	£0.00
B4224 expense			No funds precepted for the first SID installation To be funded from reserves
Total Expense	£ 8300 .00	£8425.00	£8055.00
	Agreed.	Agreed	To be circulated for discussion and approval
Band D =			
From reserves		Footpaths J Peebles, Training	Election Expense and Coronation celebration also from reserves

Precept to be requested	£ 8300.00	Agreed £8000.00	£8200.00 suggested and agreed by JJ and LG Approved Full Council 10/01/2023
-------------------------	-----------	--------------------	--