

# HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council

Held on

**Tuesday 7 March 2023 at 7pm**

At Brockhampton Village Hall

**Present:** Councillors: John Jackson (Chairman), Barbara Cole, Elizabeth Glover and Hugh Bodington.

**In attendance:** Clerk: Helen Tinson

**Members of Public:** 0

**The Chairman changed the order of the agenda and passed a resolution to exclude the Clerk and Members of the Public from the meeting for the following confidential item:**

**1. Employment:**

Members considered an application for the Clerk/RFO position.

**It was RESOLVED:** to appoint Helen Tinson on SCP 26 for 5 hours per week and in accordance with the contract of employment issued by HALC.

**The Clerk re-joined the meeting.**

**2. To receive apologies for absence:** Apologies were RECEIVED and ACCEPTED from Cllrs: Brendan Beal, Chris Jones and Vic Yapp. Ward Councillor Barry Durkin sent his apologies.

**3. To receive declarations of interest and written dispensation requests**

None

**4. To consider the minutes of the meeting of 7<sup>th</sup> February 2023**

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

**5. Public Participation:**

**5.1. To receive report from the Ward Councillor**

Cllr Durkin's report has been published on the website and was taken as read.

**5.2 To receive report from PCSO Kirsten Kysow**

No report

**5.3 To receive representations from the public on parish matters**

None present

## 6. Finance and Policies:

**6.1. Financial Report:** Members were informed that the anticipated closing bank balance at 31.3.23 will be £10,569.87.

**6.2. Banking Mandate:** Members were informed that action to update signatories on the NatWest account has stalled and will need to begin again.

**It was RESOLVED:** not to continue action to update signatories on the NatWest account.

**It was RESOLVED:** to open an account with Unity Trust Bank, which includes access to a compliant online banking facility, and then close the NatWest account.

**It was RESOLVED:** that Cllrs John Jackson, Elizabeth Glover, Hugh Bodington and Brendan Beal would be signatories on the new Unity Trust account.

## 6.3. Payments:

**It was RESOLVED:** to approve the following invoice for payment by cheque:

6.3.1 Jeremy Moore, Lengthsman, £124.00 (no VAT)

## 7. Highways and Footpaths:

**7.1. SIDs:** Members were informed that the Chairman has been sent an application form for the Community Commissioning Model which allows BBLP to provide a quote to install the SID. The application is to include two base locations to allow movement of the SID between either end of the village.

**It was RESOLVED:** that the Clerk complete and submit the application form.

## 7.2. Lengthsman Contract:

**7.2.1.**Members considered the Lengthsman contract for 2023/2024.

**It was RESOLVED:** that the Working Group assign the annual budget to the Annual Maintenance Plan and to the two current Lengthsman, and submit for approval at the next meeting. Working Group: Cllrs John Jackson and Barbara Cole.

**7.2.2.**Members considered the new Lengthsman funding available from Herefordshire Council. It was reported that the base sum of £94.15 is payable per km of C and U roads within the parish, totalling £1911.25 each year for five years.

**It was RESOLVED:** to sign the contract to join the scheme. The contract will be signed by the Chair.

## 8. Community:

**8.1. Coronation Event:** Members received an update on plans for the coronation celebrations and considered an itemised proposal for funding. The working group are progressing plans for a picnic style, family friendly community event in the gardens of Wilmott House on Sunday 7th May, times tbc. A number of possible activities were reported.

**It was RESOLVED:** to approve a budget of £500.00 to support the event.

**8.2. Annual Parish Meeting:**

**It was RESOLVED:** to combine the Parish Meetings of How Caple, Sollershope and Yatton to start at 6pm on Sunday 7<sup>th</sup> May.

**8.3. Policing Community Event:** Members were informed that 5 members of the public attended the Community Policing Event on 11<sup>th</sup> February. PCSO Kysow is keen to engage with the community and will be in attendance at the Coronation celebrations. The co-ordinator of Yatton Neighbourhood Watch reported 45 residents on the email notification list.

**8.4. Fastershire:** No progress to report. The Clerk will take this forward and obtain information for the next meeting.

**8.5. Parishioner Email Groups:**

**It was RESOLVED:** to build a database using Mailchimp and distribute newsletters from the Clerk. Subscription to the newsletter to be promoted to parishioners as widely as possible.

**9. Local Council Elections:** The Clerk presented a brief report on the forthcoming Local Council Elections informing members of the process for nominations.

**10. Next Meeting - Annual Meeting of the Parish Council:** Tuesday 16<sup>th</sup> May 2023, 7pm, Brockhampton Village Hall

The meeting closed at 20.28

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_