

HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

Held on

Tuesday 16 May 2023 at 7pm

At Brockhampton Village Hall

Present: Councillors: John Jackson (Chairman), Elizabeth Glover and Ed Rogers.

In attendance: Clerk: Helen Tinson; Ward Cllr Barry Durkin

Members of Public: 1

1. Election of Chairman:

It was RESOLVED: to elect Cllr John Jackson as Chairman of How Caple, Sollers Hope and Yatton Group Parish Council for 2023/2024. Proposed Cllr Glover; Seconded Cllr Rogers. Cllr Jackson signed his Declaration of Acceptance of Office.

2. To receive apologies for absence:

Apologies were RECEIVED and ACCEPTED from Cllrs: Brendan Beal and Hugh Bodington.

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

A written dispensation was received from Cllr John Jackson in connection with agenda item 6.6.6.

It was RESOLVED: to approve the dispensation to preserve the quorum of the meeting.

4. Election of Vice Chairman:

It was RESOLVED: to elect Cllr Hugh Bodington as Vice Chairman of How Caple, Sollers Hope and Yatton Group Parish Council for 2023/2024. Proposed Cllr Jackson; Seconded Cllr Glover.

5. To consider the minutes of the meeting of 7th March 2023:

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

6. Finance:

6.1. Finance Report: This item was deferred to be taken in conjunction with agenda item 6.3.4 'To Consider, Approve and Sign the Accounting Statement 2022/23'

6.2. Asset Register: Members were informed that the Asset Register has been updated since last year to reflect in-year purchases and disposals (none). It was noted that the total value of assets is £5348.21. The Clerk requested a 'What 3 Words' reference for all fixed assets.

It was RESOLVED: to approve the Asset Register at 31.3.23

6.3. Annual Governance and Accounting Return 2022/23:

6.3.1. Internal Audit Report: Members received and noted the Internal Audit Report for 2022/23

6.3.2. Annual Governance Statement: Members considered each assertion on the Annual Governance Statement for 2022/23.

It was RESOLVED: to approve the Governance Statement for 2022/23

6.3.3. Finance Report: Members received and noted the Finance Report at 31.3.23. The bank balance at 31.3.23 was noted at £11,481.12.

6.3.4. Annual Accounting Statement: Members received and noted the Annual Accounting Statement for 2022/23. There were no queries raised.

It was RESOLVED: to approve the Accounting Statement for 2022/23

6.3.5. Certificate of Exemption: Members agreed that the accounts meet the qualifying criteria for exemption.

It was RESOLVED: to submit a Certificate of Exemption for the External Audit 2022/23

6.3.6. Period for the Exercise of Public Rights: Members considered dates for the Period for the Exercise of Public Rights in line with the external audit requirements.

It was RESOLVED: to set the dates from Monday 5th June to Friday 14th July 2023.

6.4. Banking Mandate: Members were informed that Unity Trust Bank apply a monthly charge of £6.00 per month to all accounts. There is no monthly charge applied to a Lloyds Bank account up to £50,000. It was agreed that this represents new information and therefore it was proposed to amend the resolution from 7th March to open a new bank account with Lloyds Bank rather than Unity Bank.

It was RESOLVED: to open a new account with Lloyds Bank with an online banking facility requiring two signatures to comply with adopted Financial Regulations.

6.5. Insurance: Members were presented with insurance renewal terms for year 3 of a 3-year agreement with BHIB Ltd at a cost of £270.58. It was noted that the insurance had been reduced to the first-tier package available to local councils which was more appropriate to the assets held by the Parish.

It was RESOLVED: to approve the terms offered and renew the insurance with BHIB for 2023/24.

6.6. Payments:

It was RESOLVED: to make the following payments:

6.6.1. Phil Partridge, Internal Audit £200.00 (2021/22 £100.00 and 22/23 £100.00)

6.6.2. BHIB, Insurance Renewal 23/24, £270.58

- 6.6.3. Jeremy Moore, Lengthsman (March), £124.00
- 6.6.4. John Jackson, reimbursement of admin expenses, £12.13
- 6.6.5. Helen Tinson, Clerk Salary (March and April), in accordance with contract
- 6.6.6. Helen Tinson, Reimbursement of ICO Fees, £40.00
- 6.6.7. Helen Tinson, Reimbursement of HP Instant Ink Fees (November) £4.99 plus £1.00 VAT

It was noted that the following invoices had been paid between meetings:

- 6.6.8. HALC, Clerk Recruitment Fees, £220.00 plus £44.00 VAT
- 6.6.9. Autela Payroll Services (Jan, Feb, March), £46.80 plus £9.36 VAT

The Chairman changed the order of the agenda and opened the meeting for public participation.

7. Public Participation:

7.1. To receive report from the Ward Councillor:

Cllr Durkin submitted his Annual Parish Report which has been published on the website. A full council meeting is being held on Friday 19th May to form Herefordshire Council's Administration and appoint the leadership team. Cllr Durkin's monthly ward report will resume next month.

7.2. To receive report from PCSO Kirsten Kysow:

There was no report, though PCSO Kysow's presence at the Coronation Event was noted and appreciated.

7.3. To receive representations from the public on parish matters:

There were no matters raised.

8. Working Groups:

Members considered representation on a number of working groups. It was noted that working groups carry out preparatory work but all decisions are made by full council. The Clerk will work with each group to prepare Terms of Reference and present these to the next meeting of full council for approval.

8.1. Finance:

It was RESOLVED: that Cllrs John Jackson (Chair), Elizabeth Glover and Hugh Bodington together with the Clerk/RFO would form the Finance Working Group. The quorum for this group was set at 3.

8.2. Highways and Footpaths:

It was RESOLVED: that Cllrs Elizabeth Glover (Chair), John Jackson and Ed Rogers would form the Highways and Footpaths Working Group. The quorum for this group was set at 2.

8.3. Planning:

It was RESOLVED: that Cllrs Brendan Beal (Chair), John Jackson and Ed Rogers would form the Planning Working Group. The quorum for this group was set at 3.

8.4. Employment:

It was RESOLVED: that the Chair and Vice Chair would form the Employment Working Group. The quorum for this group was set at 2.

9. Policies and Procedures:

Members considered the following policies and procedures:

9.1. Code of Conduct:

It was RESOLVED: to adopt the LGA model Code of Conduct with a renewal date of 4 years or on election.

9.2. Standing Orders:

It was RESOLVED: to adopt the draft Standing Orders with a renewal date of 4 years or on election.

9.3. Financial Regulations:

It was RESOLVED: to adopt the draft Financial Regulations with an annual renewal date.

9.4. Risk Management Policy and Risk Register:

It was RESOLVED: to defer consideration of the Risk Management Policy and Register until the July meeting.

9.5. Planning Policy:

It was RESOLVED: to renew the existing Planning Policy with a renewal date of 4 years or on election.

10. Meeting Dates:

Members considered amending the regular meeting date to the second Tuesday of the month. It was noted that the hourly rate for the rental of Brockhampton Village Hall has increased to £12 per hour effective 1st April.

It was RESOLVED: to set the meeting dates for the second Tuesday in January, March, May, July, September and November, and continue to start at 7pm at Brockhampton Village Hall.

11. Community:

11.1. Coronation Event: Members discussed the event and agreed that it had been very successful. The Chairman wished to thank everyone involved with the organisation of the event, which included Councillors, Parishioners, the Staff and Students at Wilmot House, and various businesses for their donations to support the tea and raffle prizes. A number of positive comments have been received by both the Chairman and the Clerk. It was noted that Wilmot House have not yet submitted any expenses.

It was RESOLVED: that the Clerk would write to Wilmot House and Hereford Cathedral School to thank them, and send a thank you note to the Working Group on behalf of the Parish Council.

It was RESOLVED: to approve the following payments:

11.1.1 PIP Printing, advertising flyer, £95.06

11.1.2 John Jackson, stamps, £75.00 (spare stamps were handed to the Clerk)

11.1.3 Claire Jackson, Reimbursement of Expenses, £138.08

11.1.4 Wilmot House, to be approved by the Finance Working Group via email up to the £500 budget approved for the event

11.1.5 It was noted that the sum of £147.00 was raised from the sale of raffle tickets, counted by Cllr John Jackson, verified Cllr Brendan Beal.

It was RESOLVED: that the Parish Council bank the money and allocate it to an earmarked reserve until a decision has been taken for its use.

It was RESOLVED: that the Clerk seek feedback from the community on the next newsletter to ask for suggestions on how the money should be used and raise an agenda item to discuss further at the next meeting.

11.2. Mobile and Broadband Coverage:

Members received a report from the Clerk as attached to these minutes as Appendix A. Concerns were raised about the quality of the battery back-up and that mobile coverage is non-existent in some areas of the parish.

It was RESOLVED: to invite representatives from the Fastershire Team at Herefordshire Council to the Parish Council meeting scheduled for 11th July 2023.

12. Highways and Footpaths:

12.1. SID's: Members considered the two locations proposed by BBLP. It was noted that BBLP are quoting to install the bases but this does not preclude the Parish Council from sourcing other quotes.

It was RESOLVED: to approve the location proposed for the north side and to suggest that the location proposed to the south side is moved to the other side of the telegraph pole.

It was RESOLVED: to contact neighbouring parishes for recommendations of other installers.

Cllr Jackson raised concerns 1) about a partly filled ditch at the junction of U7009-U70020 at Sollers Hope; 2) the condition of potholes on the U7009 (Rattle Hill Road); and 3) no action yet taken by HC to address the bridge repairs at Sollers Hope Church.

It was RESOLVED: that the Clerk submit a report to the Locality Steward (1 and 2) and chase HC's PROW team (3).

12.2. Verges: Members considered the annual verge cutting programme as proposed by BBLP. Concerns were raised that roads narrow and visibility becomes impaired as hedges grow.

It was RESOLVED: to continue with two cuts each year (late May and late Autumn)

13. Training:

Members received and considered the HALC Training Schedule for the next quarter.

It was RESOLVED: to book the following training courses:

- 13.1. Cllr Ed Rogers, Leading Lights 15th June 2023
- 13.2. Cllr John Jackson, Chairs Chat, 22nd June 2023
- 13.3. The Clerk is to ask Cllrs Beal and Bodington and book courses accordingly

14. Clerk's Report: There was nothing further to report.

15. Next Meeting: Tuesday 11th July 2023, 7pm, Brockhampton Village Hall. Agenda Items:

- 15.1. Highways Maintenance Plan
- 15.2. Policies - Risk Management Policy and Risk Register; Documents Retention and Disposals Policy
- 15.3. Vision for 4-year Parish Council Plan
- 15.4. Feedback from Consultation: Raffle Money

The meeting closed at 8.53pm

Signed: _____ Dated: _____