

HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL
Councillors are summoned to attend a meeting of the Parish Council
on
Tuesday 11 July 2023 at 7pm
At Brockhampton Village Hall

Members of the Public and Press are cordially invited to attend

AGENDA

- 1. To receive apologies for absence**
- 2. To receive declarations of interest and written dispensation requests**
- 3. To consider the minutes of the Annual Meeting of the Parish Council held on the 16th May 2023**
- 4. Public Participation:**
 - 4.1. To welcome Chris Smart from Herefordshire Council's Fastershire Team who will receive questions on digital connectivity and broadband in the group parish
 - 4.2. To receive report from the Ward Councillor
 - 4.3. To receive report from PCSO Kirsten Kysow, Safer Neighbourhood Team
 - 4.4. To receive representations from the Public
- 5. Community:**
 - 5.1. To consider the update of mobile and broadband coverage
 - 5.2. To consider West Mercia Police Community Charter and agree top three priorities for 23/24
- 6. Finance:**
 - 6.1. To receive financial report
 - 6.2. To consider consultation feedback concerning use of Coronation Raffle money
 - 6.3. To consider any invoices due for payment:
 - 6.3.1. Helen Tinson, Clerk Salary (May and June), in accordance with contract
 - 6.3.2. HMRC, PAYE/NIC (Q1) £287.20
 - 6.3.3. Helen Tinson, Reimbursement of Clerk Expenses, £17.03
 - 6.3.4. Wye Host, Annual Renewal Web Hosting, £55.00 plus £11.00 VAT
 - 6.3.5. Brockhampton Village Hall, Meeting Room Hire – July 23, Sept 23, Nov 23, Jan 24, Mar 24, £100.00
 - 6.3.6. Terry Griffiths, Lengthsman, £440.00 plus £88.00 VAT
 - 6.3.7. Autela Payroll Services, Q1 Payroll Support, £48.32 plus £9.66 VAT
- 7. Working Groups:**
 - 7.1. To consider Terms of Reference for the following Working Groups:
 - 7.1.1. Finance
 - 7.1.2. Highways and Footpaths
 - 7.1.3. Planning
 - 7.1.4. Employment
- 8. Highways and Footpaths:**
 - 8.1. SIDs: to receive update and agree action as required
 - 8.2. B4224 Strategy Group: to receive report
 - 8.3. Lengthsman:

8.3.1.To consider maintenance plan and work for Lengthsman

8.3.2.To consider and sign the contract for Lengthsman Funding 23-24

8.4. Footpaths: to consider the bridge at Sollershope Church

9. Policies and Procedures:

9.1. To consider the following policies:

9.1.1.Risk Management Policy and Risk Register

9.1.2.Documents Retention and Disposals Policy

9.2. To consider vision for 4-year Parish Council Plan

10. Planning:

10.1. To consider making a response to Woolhope Parish Council's NDP Regulation 14 Consultation

10.2. To consider making a response to the Herefordshire Minerals & Waste Local Plan Main Modifications Consultation

11. Training: To consider any training requirements and receive report from Cllr Rogers from recent training

12. Clerk's Report: To receive the Clerk's report

13. Next Meeting: To note the date of the next meeting 12th September 2023, and propose agenda items

To consider passing a resolution to exclude members of the public for the following confidential item:

14. Employment Matters: To note the Clerk's 3-month appraisal

Signed: Helen Tinson, Clerk

Dated: 6th July 2023