

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on

Tuesday 11th July 2023 at 7pm

At Brockhampton Village Hall

Present: Councillors: John Jackson (Chairman), Hugh Bodington, Brendan Beal, Elizabeth Glover and Ed Rogers.

In attendance: Clerk: Helen Tinson; Ward Cllr Barry Durkin; PCSO Kirsten Kysow; Chris Smart, Herefordshire Council Fastershire and Engagement Officer

Members of Public: 1

1. To receive apologies for absence:

There were none.

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

There were none.

3. To consider the minutes of the Annual Meeting of the Parish Council 16th May 2023:

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

4. Public Participation:

4.1. To welcome Herefordshire Council Fastershire and Engagement Officer, Chris Smart:

Mr. Smart attended the meeting upon invitation to answer local concerns about the availability of fibre broadband in the parishes, PSTN switch off and areas of poor mobile coverage.

Fastershire is part of BDUK (Building Digital UK), a government funded scheme to bring fast and reliable broadband and mobile coverage to rural areas. It was noted that the Fastershire project is focused solely on fixed broadband coverage and does not encompass mobile communication provision and coverage.

The installation of fibre broadband via Airband is progressing well in the three parishes. Mr. Smart offered to check availability for any individual property experiencing difficulty.

The digital changeover from analogue to digital lines (PSTN switch off) anticipated over the next few years will require properties to have a fast and reliable broadband service for both telephone and broadband. The telephone line is provided using VOIP (Voice over Internet Protocol). In the event of a power cut, current recommendations and guidelines suggest 1

hour of battery backup as a minimum. Service providers are responsible for providing a battery back-up for vulnerable people. However, residents are responsible for providing any additional back up they feel is required.

The responsibility for addressing mobile coverage "not spots" lies with the UK Central Government through the Shared Rural Network (SRN) initiative. The SRN aims to improve mobile coverage in rural areas and has plans to install SRN masts in Herefordshire to address these coverage gaps. The masts must be shared across different network providers. Whilst this is not under their remit, the Fastershire team regularly lobby providers to identify areas without service and Mr Smart offered to receive information about 'not-spot' areas in the three parishes to pass along.

Mr. Smart received questions from members of the council and the public and left the meeting at 7.45pm.

4.2. To receive report from the Ward Councillor:

Cllr Durkin submitted his monthly Ward Report which has been published on the website. He answered a question concerning community transport.

4.3. To receive report from PCSO Kirsten Kysow:

PCSO Kysow presented a brief report noting nothing to report in terms of crime in the parish, though there had been two burglaries in Ross on Wye. She acknowledged that speeding is the priority on the B4224 and reported a recent mobile speed camera operation at Wilmot House. Cllr Glover reported another accident at the Falcon bend at the end of the previous week and it was noted that often minor accidents such as this are not reported to the police.

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

The Clerk presented emailed communication received from Brockhampton Village Hall who have reported 50% funds secured for the refurbishment of the tennis courts, and are now looking to raise the final £8,000 required to complete the project. A crowdfunding appeal has been raised via GoFundMe.

A member of the public asked about the new access on the junction of U70009 and U70020.

5. Community:

5.1. Mobile and Broadband Coverage:

Following the Q&A session with Chris Smart, the Clerk was asked to promote the information on the website and newsletter asking for addresses/postcodes of 'not spot' areas and to forward this information to HC to pass on to the Mobile Service Providers.

5.2. West Mercia Police Community Charter:

Members considered the top three priorities for the Community Charter for Q2 23/24.

It was RESOLVED: to submit 1) Speeding; 2) Petty Crime and Burglaries; 3) Rubbish from vehicles/Fly-tipping. PCSO Kysow will liaise with a colleague concerning signage.

Ward Cllr Durkin and PCSO Kysow left the meeting at 8.01pm.

6. Finance:

6.1. Finance Report: Members received a financial report, attached to these minutes as Appendix A.

6.2. Coronation Raffle Money: Members received feedback from the consultation concerning the use of the raffle money raised at the King's Coronation event in May. Responses included donating the funds to Brockhampton Cricket Club; purchasing a bench to commemorate the coronation to be sited on U70009 Barrell Hill; and to purchase an iron beacon for a suitable location within the parishes.

It was RESOLVED: to publicise the options and ask for feedback and obtain quotations for the purchase and siting of a bench and beacon.

6.3. Payments: Members considered invoices due for payment:

It was RESOLVED: to make the following payments:

6.3.1.Helen Tinson, Clerk Salary (May and June) in accordance with contract

6.3.2.HMRC, Clerk PAYE/NIC (Q1), £287.20 plus £3.63 outstanding on the account relating to a previous year

6.3.3.Helen Tinson, Reimbursement of Clerk Expenses (HP Instant Ink, Stationery), £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:

Members considered draft Terms of Reference for the following working groups:

7.1. Finance

7.2. Highways and Footpaths

7.3. Planning

7.4. Employment

It was RESOLVED: to approve the draft terms of reference for all four working groups.

8. Highways and Footpaths:

8.1. SID's: Members were informed that the locations had been agreed as proposed by HC and a quotation for the installation of the bases has been requested.

It was RESOLVED: to ask Ward Cllr Durkin for recommendations for other contractors.

8.2. B4224 Strategy Group: Members received a report following the B4224 Strategy Group

meeting on 26th June 2023, as attached to these minutes as Appendix B. Cllr Elizabeth Glover and Clerk Helen Tinson were present, along with the new Cabinet Member for Transport and Infrastructure, Cllr Phillip Price, Geoff Pickford (Interim Head of Highways), Bruce Evans (Engineering Services Manager), Ward Cllr Barry Durkin (Old Gore Ward) and representatives from Hampton Bishop PC, Dormington and Mordiford PC and Fownhope PC. Cllr Glover praised Lynda Wilcox's excellent chairing of the meeting.

8.3. Lengthsman:

8.3.1. Maintenance Plan - Lengthsman and P3: The Chairman reported that the Lengthsman Terry Griffiths, the Clerk and himself had carried out a parish tour that morning to identify areas of drainage works and footpath maintenance required in the parishes. Terry Griffiths is updating a quotation for the work identified and it was proposed that the Highways Working Group would assess the tasks in terms of priority.

Members considered the Lengthsman role for 2023/24, noting the use of two lengthsman in previous years, and the draft Annual Maintenance Plan.

Members were reminded of the stile in Yatton that was reported at the Annual Parish Meeting.

Members considered a concern about a new access to a local property on the junction of U7009 and U70020. There was discussion as to whether there had been an existing access but noted it was well overgrown with trees. It was reported that the ditch is blocked and the renovation raises a drainage concern (reported to HC 24/5/23 FS-Case-518697049).

It was RESOLVED: to appoint Terry Griffiths for Lengthsman and P3 work, and for him to carry out work to footpaths (roadside access only) as soon as possible.

It was RESOLVED: to inspect/report the stile requiring repair in Yatton.

It was RESOLVED: to follow up on the drainage report at the junction of U7009 and U70020.

It was RESOLVED: to consider any planning issues concerning the larger access at the September meeting.

8.3.2. Lengthsman Funding 23/24: Members considered the 2023/24 grant funding for Lengthsman works as part of the 5-year funded scheme. Grants of £140 per km of C and U roads are available as well as further matched funding on a 50/50 basis up to the total cost of the eligible grant.

It was RESOLVED: to apply for the grant funding of £2842.00 (£140 per km of C & U roads within the parish) for completion of regular tasks.

It was RESOLVED: to apply for match funding to the value of £1800.00 matched by the Lengthsman's budget for the current year for completion of drainage works identified on 11th July site visit.

It was RESOLVED: to approve the draft Annual Maintenance Plan.

It was RESOLVED: that the Highways Working Group will identify priority drainage works.

8.4. Footpaths: Members were informed that a HC PROW Inspector has assessed the damaged bridge at Sollershope Church. The bridge will be replaced but as yet it is uncertain when this will be. The PROW team have advised that the bridge will be closed over winter if it is considered too dangerous.

It was RESOLVED: to defer to the PROW team to determine whether the bridge needs to be closed. The Clerk will seek regular updates on the replacement bridge.

9. Policies and Procedures:

9.1. Members considered the following policies and procedures:

9.1.1. Risk Management Policy and Risk Register:

It was RESOLVED: to adopt the Risk Management Policy with a renewal date of 4 years or on election, and the Risk Register on an annual basis.

9.1.2. Documents Retention and Disposals Policy:

Members made an amendment to the draft document altering the length of time financial records should be retained (12 years).

It was RESOLVED: to adopt the amended Documents Retention and Disposals Policy with a renewal date of 4 years or on election.

9.2. 4-Year Parish Council Plan: Members received a brief report from the Chairman detailing his proposals for a 4-year Parish Plan which sets out the objectives of the Parish Council to the end of the current term (i.e. 2027). Members were asked to consider actions for the plan, which the Chairman will put together for consideration at the September meeting.

10. Planning:

10.1. Woolhope Parish Council NDP Regulation 14 Consultation:

Members considered Woolhope Parish Council's NDP Regulation 14 Consultation.

It was RESOLVED: to write to Woolhope PC to acknowledge and thank them for receipt of the consultation and to confirm it has been shared at the PC meeting and on a newsletter to local residents.

10.2. Herefordshire Minerals and Waste Local Plan Main Modifications Consultation:

Members noted the consultation. There were no comments.

11. Training:

Members noted two training courses are still available on the HALC Training Schedule for the current quarter. Cllr Ed Rogers presented a brief report following his attendance at the Leading Lights Training on 15th June 2023.

12. Clerk's Report:

The Clerk reported she will be on annual leave between 28th July and 14th August 2023.

13. Next Meeting: Tuesday 12th September 2023, 7pm, Brockhampton Village Hall.

Agenda Items:

- 13.1. Finance Working Group Meeting (budget preparation)
- 13.2. Vision for 4-year Parish Council Plan
- 13.3. Feedback from Consultation: Raffle Money

A resolution was passed to exclude members of the public for the following confidential item:

14. Employment Matters:

Members noted the satisfactory completion of the Clerk's 3-month appraisal. It was agreed that no changes are required at this time.

The meeting closed at 9.08pm

Signed: _____ Dated: _____

Appendix A: Finance Report

REPORT FOR COUNCIL MEETING: 11th July 2023

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 6.1: Financial Report

Bank Balance @ 1st June 2023:

NatWest: £13,107.37 (excluding payments to be approved 11.7.23)

Bank statements are still being sent to the ex-clerk's address though a letter has been signed by the signatories to change to the new clerk's address. The ex-clerk is kindly forwarding the statements on.

Q1 Income & Expenditure Budget vs Actual Report:

Expenditure:

Salary: The budget for the Clerk's salary was underbudgeted for 23/24 and even reducing hours to 5 hours per week, the anticipated end position will be approximately £1465 over budget. There is no

allocation for Clerk's home allowance (contracted £100 per year) or mileage allowances.

Insurance and Audit: Audit fees are showing double this year against budget as the audits for 21/22 and 22/23 were both presented in May 2023. Insurance will be under budget by £29.42 at year end.

Office Stationery and Consumables: Q1 expenditure within budget.

Lengthsman & Footpaths: Q1 expenditure within budget. Lengthsman funding for 2023/24 has been confirmed at £2842.00.

Coronation expenses: totalled £292.30 (ex VAT) – a total budget of £500 was approved at the meeting on 7/3/23 to be taken from reserves (per 23/24 budget approved).

Election expenses: not budgeted for but no expenses incurred.

Income:

Precept: First payment of £4,100 has been received from HC.

VAT reclaim: £415.24 has been submitted to HMRC for reimbursement. VAT on the purchase of the SID is not reclaimable as the purchase was grant funded.

Appendix B: B4224 Strategy Group Meeting Report

REPORT FOR COUNCIL MEETING: 11th July 2023

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 8.2: B4224 Strategy Group Report

The B4224 Strategy Group met with the new Cabinet Member for Infrastructure and Transport on Monday 26th June at the HALC Offices. It was an opportunity to appraise the new administration of the aims and strategy of the group that had been supported by the last administration, and to seek clarity on their position moving forwards.

Unfortunately, whilst the new Cabinet Member was minded to support the principle of the MoU, he did not feel that it would be possible to progress work to consider variable speed limits along the B4224 that would alter SatNav algorithms sufficiently to direct drivers onto the A49 at this current time. It is therefore not clear what could be achieved that would meet the groups' goal of reducing the volume of traffic using the B4224.

There was support however for parishes to continue to implement actions that would promote themselves as a community (ie SIDs, Village Gateways) to drivers to encourage slower driving speeds.

The group agreed to meet again in October. Full notes from the meeting have been distributed, along with the agreed MoU and Discussion Items.