

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting
Held on
Tuesday 12th September 2023 at 7pm

At Brockhampton Village Hall

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

In attendance: Clerk: Helen Tinson.

Members of Public: 1

1. To receive apologies for absence:

Cllr Hugh Bodington; Ward Cllr Barry Durkin

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

Cllr Brendan Beal declared a pecuniary interest in agenda item 6.1.2 (planning 232355), and Cllr Ed Rogers declared a pecuniary interest in agenda item 6.2.1 (planning 232220).

3. To consider the minutes of the Parish Council Meeting on the 11th July 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 receive report from the Ward Councillor:

It was reported that Cllr Durkin is on medical leave and therefore there was no report. Members wished to record their best wishes for a speedy recovery.

4.2. To receive report from PCSO Kirsten Kysow:

There was no report.

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

There were no representations from members of the public.

5. Clerk Report:

With the permission of the meeting, the Chairman changed the order of the agenda and brought forward the Clerk's Report. Members received the report as attached to these minutes as Appendix A.

6. Community:

6.1. West Mercia Police Community Charter:

Members considered the top three priorities for the Community Charter for Q3 23/24.

It was RESOLVED: to submit the same as Q2: 1) Speeding; 2) Petty Crime and Burglaries; 3) Rubbish from vehicles/Fly-tipping.

It was RESOLVED: that unless circumstances within the parish changed, the same three priorities would also be submitted for Q4 and reviewed on an annual basis.

7. Planning:

7.1. Members considered the following planning consultations for determination by Herefordshire Council:

7.1.1.223581: Sollers Hope Farm, Sollers Hope, HR1 4RW. Proposed Shepherd's Hut for use as a holiday let, hot tub, composting toilet and outside walk-in shower, and change of use of land to mixed use. Members considered the application noting rural diversification is supported in the Neighbourhood Development Plan. There were no objections.

It was RESOLVED: to SUPPORT the application.

7.1.2.232355: The Old Forge, How Caple, HR1 4TE. Conversion and extension of the existing studio/barn attached to the main dwelling house (revised scheme of previously submitted application 200856).

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

Members considered the application noting comments submitted by a neighbouring property in relation to site access and working hours. There were no objections.

It was RESOLVED: to SUPPORT the application and endorse the comments made concerning site access and working hours due to the proximity of neighbouring properties.

Cllr Brendan Beal returned to the meeting.

7.2. Members ratified the following planning responses submitted under devolved powers for determination by Herefordshire Council:

7.2.1.232220: Land at Foxhalls Farm, Sollers Hope. Proposed erection of an agricultural workers dwelling, including a new garage and associated works. Members were informed that the Planning Working Group had submitted a response between meetings via the Clerk under devolved powers to SUPPORT the application. It was noted that Cllr Ed Rogers had not been included in these discussions in accordance with his declaration of interest.

It was RESOLVED: to approve the response. Cllr Ed Rogers abstained from voting in accordance with his declaration of interest but as the agenda item was to note a response already submitted, it was not felt necessary for him to leave the room.

7.3. Members considered a response to a national request for support in relation to the lack of

weight applied by a Unitary Council to an adopted NDP (appeal ref APP/P3420/W/23/3314808) when considering an application for a new housing development. The Planning Working Group had looked into the detail of the appeal and concluded that because the Unitary Council had not met their 5-year land supply, the Appeal Inspector had decided in accordance with national policy and legislation.

It was RESOLVED: not to respond.

7.4. Members considered the new access on the junction of U7009 and U700020. It had been noted on the Clerk's report that retrospective permission has now been submitted to the Highways Department. The Locality Steward has reported no concerns with the drainage but will reassess if the situation changes over the winter months.

It was RESOLVED: to continue to monitor the drainage on the junction and report any concerns to the Locality Steward.

7.5. Members considered the Wye Valley AONB Consultation on Planning and Position Statements. A draft position statement on housing and on landscape led development are available to view on the Wye Valley AONB website.

It was RESOLVED: nothing to respond. However, once approved, the documents would be uploaded to the PC website and referred to when the NDP is updated.

8. Finance:

8.1. **Finance Report:** Members received a financial report, attached to these minutes as Appendix B.

8.2. **Finance Working Group Meeting:** Members scheduled the next meeting for late afternoon/early evening on Tuesday 3rd October. Cllrs Jackson, Glover and Bodington to attend with the Clerk/RFO. The meeting will primarily prepare the 2024/25 draft budget.

8.3. **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. Support had been received for donating the funds to Brockhampton Cricket Club; Brockhampton Tennis Court, and Ross Community Larder, and for purchasing a bench to commemorate the coronation to be sited on U70009 Barrell Hill. However, it was noted that only 7 responses had been received and a more representative response would be preferred.

It was RESOLVED: to publicise the options on the next printed newsletter which will be delivered to all properties in the three parishes and ask for further feedback. The Clerk will report to the November meeting.

8.4. **Donations to the Parish Churches of How Caple, Sollershope and Yatton:** Members received an update concerning the recent amendment to the legal position on Parish Council donations to Parish Churches.

It was RESOLVED: to donate £175.00 to each Parish Church as per the budget. A member of the public offered to contact each Church Warden and ask them to forward payment details to the Clerk.

8.5. Donations towards proposed Veteran Outreach Support Services in Ross-on-Wye:

Members considered a request asking for financial support for a proposed outreach support service based in Ross-on-Wye for local veterans. It is understood that the project is currently aspirational and does not have funding yet. The Clerk informed the meeting that if members were minded to support the project, any considered expenditure would need to be proportional to the number of veterans in the parish that may be supported by such a service.

It was RESOLVED: that the Clerk would contact Herefordshire Veteran Support Centre to ask if they hold information on the number of veterans in the parish in order to establish whether there is a local need. If this is confirmed, the Parish Council will consider the request further at the November meeting.

8.6. Printed Newsletter: Members considered a printed newsletter for hand delivery (where possible) within the three parishes. The newsletter will summarise the emailed newsletters and seek to increase subscription via the Mailchimp portal.

It was RESOLVED: to approve a budget of up to £200 (balance of newsletter budget and reserves if necessary) to produce and deliver an A4 double sided newsletter to all properties.

8.7. Payments: Members considered invoices due for payment:

It was RESOLVED: to make the following payments:

8.7.1. Helen Tinson, Clerk Salary (July and August) in accordance with contract

8.7.2. Helen Tinson, Reimbursement of Clerk Expenses (HP Instant Ink, Postage), £6.58 plus £1.00 VAT

8.7.3. Terry Griffiths, Lengthsman, £440.00 plus £88.00 VAT

8.7.4. Terry Griffiths, PROW, £375.00 plus £75.00 VAT

9. Highways and Footpaths:

9.1. SID's: Members were informed that a quotation for the installation of the base is still awaited from BBLP. However, three further contractors have been identified and will be contacted for comparable quotes once the specification has been received.

9.2. Lengthsman: Members were informed that both the Lengthsman funding and matched funding has been confirmed by Herefordshire Council. A number of drainage projects have been identified and costed.

It was RESOLVED: that the Clerk will proceed to engage the Lengthsman, and notify parishioners of the dates via a newsletter.

9.3. Footpaths: Members were informed that the Lengthsman has carried out some maintenance work over the summer. It was noted that vegetation around the stile opposite The Falcon

has been missed and vegetation around the stile opposite Lyndalls Lane could benefit from some further cutting back.

It was RESOLVED: that the Clerk would engage the Lengthsman to carry out these works.

10. Policies and Procedures:

10.1. Members considered the following policies and procedures:

10.1.1. Publication Scheme:

It was RESOLVED: to adopt the Publication Scheme with a renewal date of 4 years or on election.

10.1.2. Data Protection Policy:

It was RESOLVED: to adopt the Data Protection Policy with a renewal date of 4 years or on election. Members were asked to consider a .gov.uk website and email addresses on the 24/25 budget for ease of compliance with GDPR.

10.1.3. General Privacy Notice:

It was RESOLVED: to adopt the General Privacy Notice with a renewal date of 4 years or on election.

10.1.4. Subject Access Request Form:

It was RESOLVED: to adopt the Subject Access Request Form.

11. Next Meeting: Tuesday 14th November 2023, 7pm, Brockhampton Village Hall.

Agenda Items:

- 11.1.** 2024/25 Draft Budget
- 11.2.** Vision for 4-year Parish Council Plan
- 11.3.** Feedback from Consultation: Raffle Money

The meeting closed at 8.03pm

Signed: _____ Dated: _____

Appendix A: Clerk Report

REPORT FOR COUNCIL MEETING: 12th September 2023

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 10: Clerk Report

BBLP: Locality Steward

I have spoken to Neil James concerning two matters:

- 1) Foxhalls Rattle Road U70009 - Neil inspected this earlier in the year and had wanted to close the road because of its poor condition. He met with the assets team at the time who advised against closing it preferring to improve it instead. They haven't put forward a proposal so Neil followed up with them again recently. They have again said they're putting something together, so the situation is still pending.
- 2) U7009/U70020 junction and drainage concerns about the new access on the crossroads. Neil is aware of this and has inspected it a couple of times. Both times the culvert was visible and wet so appeared to be doing its job. He doesn't think the new access impacts on the drainage at the moment, but agreed that assets deteriorate and was happy that I suggested we monitor it and feedback to him if we see a problem forming.

Permission for a new access onto a U road is only required from Highways (not full planning permission). He confirmed the access was put in without permission having been sought, but the owners have since applied for retrospective permission. Neil has received the consultation and has submitted his comments.

Full Fibre Broadband Yatton:

Fastershire have informed me of the following upcoming work to bring improved broadband access to Yatton:

"FullFibre Limited are building a new gigabit capable, Fibre to the Property (FTTP), broadband network in parts of your parish. FullFibre Ltd already have live network across the county, including Ross-on-Wye, Bromyard, Leominster, Birley, Tretire and Three Ashes and are growing their coverage with support from Fastershire.

In total, FullFibre Ltd will provide almost 500 properties, including providing an extra 38 properties in your parish with a gigabit capable broadband connection. This rollout will also covering parts of Much Marcle, Upton Bishop and Kempley parish areas.

The spine of FullFibre Ltd's network is coming up the B4221, with work due to start this month, and the build will continue into the Kempley parish before moving into Much Marcle parish and finally into Yatton. The build is expected to complete by March 2024.

This is a large and challenging project in difficult geography so we will appreciate your on-going patience during the build.

The rollout will require traffic management and some road closures. Traffic notices are published both locally and online and you can keep track of traffic management in your area by visiting <https://one.network>. The network spine will also require some new telegraph poles to be erected along the A, B and C roads/lanes, and again, we appreciate your understanding during this process. FullFibre follow all the current code of practice about siting of any new poles and notices will be published locally to keep you informed.

FullFibre Ltd have a great deal of experience building new infrastructure in rural Herefordshire and as such understand and are sympathetic to the requirements of rural life in our county, but it is impossible to build new infrastructure without some disruptions.

FullFibre Ltd have been busy communicating their network build to those benefitting properties across this area and will continue to keep those residents informed. For more information about FullFibre Ltd, please visit www.fullfibre.co.

If you have any questions, please contact us or Richard Longson at FullFibre Ltd, richard.longson@fullfibre.co.

The majority of the 38 properties in Yatton that will be connected by this rollout are part of the Fastershire Community Broadband Grant so they will receive an update email about the build on Wednesday."

Appendix B: Finance Report

REPORT FOR COUNCIL MEETING: 12th September 2023

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 7.1: Financial Report

Bank Balance @ 24th July 2023:

NatWest: £11,969.97 (excluding payments to be approved 12.9.23)

The address on the bank statements should now be changed following multiple visits into branch by the two signatories over the summer.

VAT reclaim: £415.24 has been received (21/6/23)

New Lloyds Account: The new account has been opened and a cheque book and paying in book has been received. However, the signatories have not yet received their online login details (card reader, PIN etc), so I shall continue to chase this.