

HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL
Councillors are summoned to attend a meeting of the Parish Council
on
Tuesday 14 November 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 Parish Council meeting held on the 12th September 2023**
- 4. Public Participation:**
 - 4.1. To receive report from the Ward Councillor
 - 4.2. To receive report from PCSO Kirsten Kysow, Safer Neighbourhood Team
 - 4.3. To receive representations from the Public
- 5. Planning:**
 - 5.1. To note planning decisions made by Herefordshire Council:
 - 5.1.1. **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). Approved with conditions.
 - 5.1.2. **Land at Foxhalls Farm, Sollershope.** Proposed erection of an agricultural workers dwelling, including a new garage and associated works. Refused.
- 6. Finance:**
 - 6.1. To receive financial report and note review of Q2
 - 6.2. To consider the draft budget for 2024/25 for public consultation
 - 6.3. To receive an update on the bank mandate and agree the transfer of funds to the Lloyds account
 - 6.4. To consider a request for financial support towards the purchase of a Defibrillator at Wilmot House
 - 6.5. To consider an annual service for the Clerk's laptop at a cost of £75.00 plus VAT and Microsoft 365 at a cost of £59.99 inc VAT per year
 - 6.6. To ratify the following payments made between meetings:
 - 6.6.1. Helen Tinson, Clerk Salary (September), in accordance with contract
 - 6.6.2. HMRC, PAYE/NIC, Q2, £222.20
 - 6.7. To consider any invoices due for payment:
 - 6.7.1. Helen Tinson, Clerk Salary (October), in accordance with contract
 - 6.7.2. Helen Tinson, Reimbursement of Clerk Expenses, HP Instant Ink and Postage £13.72 inc £1.83 VAT
 - 6.7.3. Autela Payroll Services, Q2, £57.98 inc £9.66 VAT
 - 6.7.4. Terry Griffiths, Lengthsman TGC 2446, £440.00 plus £88.00 VAT
 - 6.7.5. Terry Griffiths, Lengthsman TGC 2447, £800.00 plus £160.00 VAT
 - 6.7.6. Terry Griffiths, Lengthsman TGC 2448, £900.00 plus £180.00 VAT
 - 6.7.7. Terry Griffiths, Lengthsman TGC 2449, £700.00 plus £140.00 VAT
 - 6.7.8. Terry Griffiths, Lengthsman TGC 2471, £950.00 plus £190.00 VAT

7. Highways:

7.1. Highways:

7.1.1. To receive report and agree action as required

7.1.2. B4224: to consider flooding on the B4224 nr Chantry Farm, Perrystone & agree action as required

7.2. SIDs: to receive update and agree action as required

7.3. Lengthsman: to receive update and agree action as required

8. Policies and Procedures:

8.1. To consider draft 4-year Parish Council Vision and Plan and agree action as required

8.2. To consider process concerning publication of Councillor Register of Interests and agree action

8.3. To confirm delegated authorities to the Clerk for the current 4-year term (2023-2027)

8.4. To consider the following policies:

8.4.1. Complaints Procedure

8.4.2. Training and Development Policy

8.4.3. Disciplinary and Grievance Procedures

8.4.4. Dignity at Work, Harassment and Bullying Policy

8.4.5. Equality Policy

9. Community: To consider the draft newsletter and agree action

10. Training: To consider the latest HALC Training Schedule and agree action as required

11. Next Meeting: To note the date of the next meeting 9th January 2024, and propose agenda items

11.1. To approve the draft budget and set the precept for 2024/25

11.2. To consider a timeline to review the NDP in line with the Herefordshire Local Plan

11.3. To identify poor road surfaces for submission to HC

Signed: Helen Tinson, Clerk

Dated: 8th November 2023