

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on

Tuesday 9th January 2024 at 7pm

At Brockhampton Village Hall

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

In attendance: Clerk: Helen Tinson. Ward Councillor Barry Durkin.

Members of Public: 4

1. To receive apologies for absence:

Cllr Elizabeth Glover.

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

There were none.

3. To consider the minutes of the Parish Council Meeting on 14th November 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:

Cllr Durkin gave a brief introduction to members of the public present and explained his recent absence. His usual written report will recommence in the near future.

4.2. To receive report from PCSO Kirsten Kysow:

PCSO Kysow was not present and there was no report.

4.3. To receive report from Logan Sloane concerning litter picking:

The Chairman welcomed Logan Sloan, a teenage resident of Hereford, to the meeting.

Logan discussed his voluntary work litter picking, primarily in the Tupsley area but also in Sollershope, and reported that he had collected 140 bags in 2023 and has collected 10 so far in 2024. He is keen to co-ordinate and support litter picking events in How Caple, Sollershope and Yatton. Logan responded to a number of general questions.

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

The Clerk reported two emailed communications:

4.4.1 Concerns raised by a local resident about the size and speed of tractors using the lanes in How Caple, reporting some longstanding damage to property. Ward Cllr Durkin asked to receive details of the incident.

4.4.2 Herefordshire Council are asking residents affected by flooding to contact them. More information is available on their website.

4.4.3 A member of the public asked if the PC could do anything to address agricultural drainage in consultation with landowners to protect roads from flooding. Cllr Durkin suggested advice is sought from the Locality Steward in the first instance as it may be possible for him to contact landowners and ask if it is feasible to install a ditch or land drain. It was agreed that the Clerk would contact the Locality Steward and arrange a meeting.

5. Community Litter Picking:

5.1. Members considered organising a volunteer litter picking event in the three parishes.

It was RESOLVED: to arrange a session from 10am to 12noon on Saturday 10th February at Sollershope; Saturday 2nd March at How Caple; and Sunday 24th March at Yatton.

It was RESOLVED: to ask all three parish churches if the volunteers can meet there and utilise their facilities to provide refreshments.

It was RESOLVED: to apply for two 'litter picking packs' from Herefordshire Council or Balfour Beatty, and for the Clerk to promote the dates and seek volunteers.

With the permission of the meeting, the Chairman varied the order of the agenda and brought forward the section on Highways.

6. Highways:

6.1. Highways Report:

Members were advised that the flooding on the B4224 near Chantry Farm at Perrystone has been reported multiple times to BBLP. Signage has been erected but a preventative solution has not been agreed. It was noted that there are two drains in the road that could be assessed. Cllr Durkin asked the Clerk to forward copies of emailed correspondence.

Cllr Bodington reported issues with flooding on a bend on the A449 and will forward details to the Clerk to report to BBLP.

Members considered the poor condition of a number of roads in the parish with a view to reporting them to Herefordshire Council for consideration under the scheme to invest in C and U roads. Cllr Durkin advised that selection is being made from Locality Steward reports and that funding ends on 31/3/24, though he has requested that funding be extended into 24/25.

It was RESOLVED: to submit for consideration:

- 1) U70009 Rattle Hill, Sollershope
- 2) U70008 from Fairview Cottage to the bottom of the hill (50m approx.)
- 3) U70020 How Caple Crossroads to Crossways (150m approx.)

6.2. SID's:

Members were advised that Herefordshire Council have asked the Parish Council for

confirmation of the size and length of the posts required to accommodate the SID and Solar Panel. NAL Ltd have offered to calculate the required size and can supply the posts to HC/BBLP or to the Parish Council directly. Cllr Durkin expressed his surprise that communication is still ongoing and asked to receive a summary of the situation so far.

Members considered an application for the second round of the PCC Road Safety Fund.

It was RESOLVED: to submit an application for a second SID, to alleviate the need to move the current SID from one location to the other.

6.3. Lengthsman:

Members were informed that the Lengthsman has jetted the road culvert on C1262 Barrel Hill. The ditch is now draining but needs to be cleared along its whole length and the grips reinstated. A quotation has been received for this and other works identified to improve drainage on the C1262, C1298 nr U70012 junction, C1298 at PROW SH8 road access, U70008 near BT Pole 14, and C1262 nr U70010 junction. The quotation totals £1500 plus VAT.

It was RESOLVED: to approve the works and submit invoices to HC for reimbursement under the Lengthsman funding scheme. Cllr Durkin supported the proposal.

Members considered the Lengthsman Scheme for 2024/25 and were informed that the grant per km of C and U roads has been decreased to £60 per km. The total grant available for 24/25 is £1218 Lengthsman Funding plus £1218 matched funding for drainage work. It was noted that the Expression of Interest form and application for matched funding is required to be submitted to BBLP by 31/1/24.

It was RESOLVED: to apply for both grants and submit the Expression of Interest and application for matched funding before 31/1/24.

It was RESOLVED: to approve the application for drainage works via email between meetings in order to meet the deadline, and ratify at the March meeting.

Cllr Durkin gave his apologies and left the meeting.

6.4. Motorsport Rally:

Members were informed that Hills Ford Stages are proposing to hold a closed road rally in the parish on the 13/14/15 September 2024. The event organisers have asked to hold a public meeting to discuss plans and answer questions from residents of How Caple, Sollershope and Yatton. The route has not yet been disclosed.

It was RESOLVED: to ask the event organisers to hold an event at Brockhampton Village Hall or in conjunction with Fownhope Parish. Details of the meeting will be shared via noticeboard, website, newsletter and word of mouth.

7. Planning:

7.1. Members considered their response to the following planning consultations to be decided by Herefordshire Council:

7.1.1.233568: 1&2 Perryfield Cottages, Perryfields, Sollershope, HR1 4RN. Proposed reduction in roof slope to tiled pitched roofs (approx. reduction from 50 degrees to 47.5 degrees) and new two storey extension conservatory and solar panels to No, 2 Perryfield.

Members considered this application and raised no objections.

It was RESOLVED: to support the application.

7.1.2.233545: &2 Perryfield Cottages, Perryfields, Sollershope, HR1 4RN. Proposed change of use of area of agricultural land to residential as additional garden space to two attached cottages and includes new detached garages.

Members considered this application. It was noted that if permission was granted, there may be future potential for the site to become a brownfield site and therefore open to development, or for the garages to become separate dwellings. It was suggested that a condition to ensure the garages cannot be let or sold separately to the dwelling is requested.

It was RESOLVED: to support the application with the request for a condition as noted above.

Cllr Bodington gave his apologies and left the meeting.

7.2. Timeline to Review NDP:

Members were informed that HC have rescinded plans for the new Local Plan to go to Regulation 18 as the new administration wish to review the plan as a whole. It is understood that this could be a lengthy process and until the plan is published, the policies to review against the NDP are uncertain.

It was RESOLVED: to postpone a review of the NDP until further information is received from Herefordshire Council.

8. Finance:

8.1. Finance Report: Members received a financial report, appended as Appendix A, and a review of Income/Expenditure Actual vs Budget at the end of Quarter 2, appended as Appendix B.

It was RESOLVED: to open a new Reserve Account with Lloyds and proceed to close the NatWest account.

8.2. Draft Budget 2024/25: Members were informed that the draft budget has been amended to account for the 2024/25 Lengthsman Scheme grant and that no comments have been received during the public consultation process.

It was RESOLVED: to approve the budget for 24/25 as appended as Appendix C, and to set the precept at £9,750.00.

8.3. Defibrillator at Wilmot House:

Members received an update on the grant funding available for the purchase of a new defibrillator, which requires a parish contribution of £750.

It was RESOLVED: to approve a 50% contribution of £375.

One member of the public left the meeting.

8.4. Local Government Services Pay Agreement for 2023/24:

Members considered the Local Government Services Pay Agreement for 2023/24 for the Clerk, to be backdated to 1st April 2023.

It was RESOLVED: to approve the pay agreement for 2023/24 and to backdate the increase to 1st April 2023.

8.5. HP Instant Ink:

Members were informed that HP Instant Ink costs are increasing and considered the current subscription. It was noted that the scheme issues ink for the Clerk's printer and is currently set at 50 pages per month. Additional pages are currently charged at £1.00 per 20 pages but unused pages are rolled over.

It was RESOLVED: to increase the subscription to 100 pages per month at the new cost of £5.49 plus VAT per month.

8.6. Payments: Members considered payments made between meetings:

It was RESOLVED to ratify the following payments:

8.6.1. Helen Tinson, Clerk Salary (November), in accordance with contract

8.6.2. PIP Printing, Newsletters, £118.62

8.7. Payments: Members considered invoices due for payment:

It was RESOLVED: to make the following payments:

8.7.1 Herefordshire Council, Election Expenses, £378.36

8.7.2 HMRC, PAYE/NIC, Q3, £222.40

8.7.3 Helen Tinson, Clerk Salary (December), in accordance with contract

8.7.4 Helen Tinson, Reimbursement of Clerk Expenses, HP Instant Ink £4.98 plus £1.00 VAT

8.7.5 Helen Tinson, Reimbursement of fees, John Finch Computers Ltd, £37.50 plus £7.50 VAT

8.7.6 Terry Griffiths, Lengthsman TGC2524, £440.00 plus £88.00 VAT

8.7.7 Autela Payroll Services, Q3, £48.32 plus £9.66 VAT

9. Policies and Procedures:

9.1. 4-Year Parish Council Plan:

It was agreed to defer this item to the next meeting pending an update to the layout and feedback from members. The Clerk was asked to redistribute the plan once the layout has been updated.

10. Next Meeting: Tuesday 12th March 2024, 7pm, Brockhampton Village Hall.

Agenda Items:

10.1. To consider .gov.uk website and email addresses

The meeting closed at 8.37pm

Signed: _____ Dated: _____

Appendix A: Finance Report (by Clerk/RFO)

Bank Balance @ 31 December 2023:

NatWest:	£3,331.89
Lloyds:	£7,840.00
Total Funds:	£11,171.89

Bank Reconciliation:

A bank reconciliation is carried out at each statement date and will be passed to the FWG to verify at the meeting.

Lloyds Account:

Is up and running. John, Liz, Hugh and Brendan are all signatories with full online access. I propose that all payments from this meeting onwards are made via online bank payment from the Lloyds account.

Lengthsman:

Two payments have been received from Herefordshire Council for the Lengthsman grant:

Lengthsman Funding: £440.00

Matched (drainage) Funding: £2400.00

Total expenditure so far to the end of Q3 is £5609.00. Total budget plus grant funding is £7342.00 which means £1733.00 can be spent in January/February/March (£1560 from funding and £173 from budget)

Draft Budget:

BBLP have now distributed some information for the 24/25 Lengthsman scheme. The amount of

funding per km has reduced from £140/km to £60/km, meaning that the total funding for the Lengthsman scheme for 24/25 will be £1218.00. I believe this will also be available for matched drainage works on a 1:1 ratio.

I have therefore amended the draft budget accordingly. There is a shortfall of £284.00 expenditure to income but unless members wish to increase the precept further, this can be covered by reserves, contingency or underspending on other budget headings.

Reserves:

Now that the Lloyds current account is fully operational, I recommend we consider opening a Reserve Account to take advantage of higher interest rates.

Appendix B: Q3 Review

	April	May	June	July	August	September	October	November	December	Q3 Actual	January	February	March	Projected at Year End	Grants Approved	Grants Claimed	Budget	Anticipated End Variance
EXPENDITURE	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast		Forecast	Forecast	Forecast	Forecast			yr 31.3.23	
Clerks Salary inc PAYE pd quarterly	556.40	296.50	296.30	587.33	296.30	518.40	370.50	370.50	370.50	3662.73	370.50	370.50	370.50	4,774.23			3,500.00	1,274.23
PAYE Admin	£ -	£ -	£ -	£48.32	£ -	£ -	£ -	48.32	£ -	£96.64	£ -	£ -	£48.32	£144.96				£144.96
Clerks Home Allowance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£100.00	£100.00				£100.00
Clerks mileage	£ -	£ -	£ -	£ -		£ -	£ -	£ -		£ -	£ -	£ -	£ -	£ -				£ -
Stationery	£ -	£ 4.99	£ -	£15.36	£ -	£6.58	£ -	11.89	£ -	£38.82	£1.99	£1.99	£5.00	£47.90			£180.00	-£132.10
Audit	£ -	£200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£200.00	£ -	£ -	£ -	£200.00			£100.00	£100.00
Insurance	£ -	£270.58	£ -	£ -	£ -	£ -	£ -	£ -	-	£270.58	£ -	£ -	£ -	£270.58			£300.00	-£29.42
Subscriptions (HALC)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	-	£ -	£ -	425.00	£ -	425.00			500.00	-£75.00
ICO	£ -	£40.00	£ -	£ -	£ -	£ -	£ -	£ -	-	£40.00	£ -	£ -	£ -	£40.00				£40.00
Website/Computer Costs	£ -	£ -	£ -	£55.00	£ -	£ -	£ -	£ -	£37.50	£92.50	£ -	£ -	£ -	£92.50			£200.00	-£107.50
Meeting Hall Hire	£ -	£ -	£ -	£100.00	£ -	£ -	£ -	£ -	£ -	£100.00	£ -	£ -	£ -	£100.00			£120.00	-£20.00
Training	£ -					£ -			£	£ -			£100.00	£100.00				£100.00
Lengthsman/P3	£ -	£124.00	£ -	£440.00	£ -	815.00	£ -	£3790	£440.0	5609.00	£ -	£ -	440.00	6049.00	4842.0		2500.00	1293.00
Winter Gritting	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -				£ -
Traffic Calming (SID Exp)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	-	£ -	£ -	£ -	£ -	£ -	£ -				£ -
Parish event/Com Eng		£304.43			£ -	£ -	£ -			£304.43				£304.43			£130.00	£174.43
S137 Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -				£ -
Church Donations x 3	£ -	£ -	£ -	£ -	£ -	525.00	£ -	£ -	£ -	£525.00	-	-	-	£525.00			£525.00	£ -
Contingency	£ -	£ -	£ -	£ -	-	-	£ -	-	-	£ -	£ -	-	-	£ -			£145.00	-£145.00
VAT		£16.84		£110.33	£ -	£164.00				£291.17				£291.17				
TOTAL EXPENDITURE		1257.34	296.30	1356.34	296.30	2028.98	370.50	4220.71	848.00	10674.47	372.49	797.49	1063.82	12908.27			8200.00	4708.27
INCOME																		
Precept	4100.00					4100.0				8200.00				8200.00			£8200.00	£ -
VAT Recoverable		415.24								415.24				£415.24				£415.24
Lengthsman grant	£ -			£ -			£ -	440	2400	2840.00	£ -						2002.00	4842.00
Donations & Grants														£ -				
TOTAL RECEIPTS	4100.00	415.24	£ -	£ -	£ -	4100.0	£ -	£440	£2400	11455.24	£ -		2002	13457.24				548.97

Appendix C: 2024/25 APPROVED BUDGET

	April	May	June	July	August	September	October	November	December	January	February	March	Expected
EXPENDITURE	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
Clerks Salary inc PAYE	£395.00	£395.00	£395.00	£395.00	£395.00	£395.00	£395.00	£395.00	£395.00	£395.00	£395.00	£395.00	£4,740.00
PAYE Admin	£ 50.00			£ 50.00			£ 50.00			£ 50.00			£ 200.00
Clerks Home Allowance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 100.00	£ 100.00
Clerks mileage (emergency)	£ -	£ 10.00	£ -	£ 10.00		£ 10.00	£ -	£ 10.00		£ 10.00	£ -	£ 10.00	£ 60.00
Stationery	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 60.00
Audit				£ 150.00									£ 150.00
Insurance	£ 350.00		-										£ 350.00
Subscriptions (HALC)										£ 425.00			£ 425.00
ICO	£ 40.00												£ 40.00
Website/Computer Costs	£ 145.00	£ -	£ 55.00	£ -	£ -	£ 100.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 300.00
Meeting Hall Hire	£ -	£ 25.00	£ -	£ 25.00	£ -	£ 25.00	£ -	£ 25.00	£ -	£ 25.00	£ -	£ 25.00	£ 150.00
Training	£ 100.00					£ 100.00							£ 200.00
Lengthsman/P3			£ 880.00			£ 880.00			£ 880.00			£ 880.00	£ 3,520.00
Winter Gritting	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Traffic Calming (SID Expenses)	£ 100.00					£ 100.00							£ 200.00
Parish event/Community Eng		£ 150.00			£ -	£ 250.00	£ 150.00						£ 550.00
S137 Donations	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00
Church Donations x 3	£ 525.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	-	-	-	£ 525.00
Contingency	£ 100.00	£ -	£ -	£ 100.00	-	-	£ 100.00	-	-	£ 100.00	-	-	£ 400.00
VAT													£ -
TOTAL EXPENDITURE	£ 2310.00	£ 585.00	£1,335.00	£ 735.00	£ 400.00	£1,865.00	£ 700.00	£ 435.00	£1,280.00	£ 1,010.00	£ 400.00	£1,415.00	£12,470.00
INCOME													
Precept	£ 4,875.00					£4,875.00							£ 9,750.00
VAT Recoverable													£ -
Lengthsman grant			£ 609.00			£ 609.00			£ 609.00			£ 609.00	£ 2,436.00
Donations & Grants													£ -
TOTAL RECEIPTS	£ 4,875.00	£ -	£ 609.00	£ -	£ -	£5,484.00	£ -	£ -	£ 609.00	£ -	£ -	£ 609.00	£12,186.00

