

# HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on

**Tuesday 12<sup>th</sup> March 2024 at 7pm**

At Brockhampton Village Hall

**Present:** Councillors: John Jackson (Chairman), Hugh Bodington, Elizabeth Glover, Ed Rogers and David Reeve-Tucker following his co-option.

**In attendance:** Clerk: Helen Tinson. Michael Gray (Hereford Cathedral School) plus 2 members of the public

**1. To receive apologies for absence:**

Apologies were received and accepted from Cllr Brendan Beal.

**2. To co-opt a new Councillor:**

**It was RESOLVED:** to co-opt David Reeve-Tucker onto the Parish Council. Cllr Reeve-Tucker signed his Declaration of Acceptance of Office form and joined members at the table.

**3. To receive declarations of interest and written dispensation requests:**

There were none.

**4. To consider the minutes of the Parish Council Meeting on 9<sup>th</sup> January 2024:**

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

**5. Public Participation:**

**5.1. To receive report from the Ward Councillor:**

Cllr Durkin was not present and had not submitted a written report.

**5.2. To receive report from PCSO Kirsten Kysow:**

PCSO Kysow was not present but had submitted a written report. There have been no incidents reported for the parishes though there has been an increase in poaching in the Woolhope and Much Marcle areas. Any incidents in the locality should be reported to the local policing team.

**5.3. To receive representation from Michael Gray, Headmaster at Hereford Cathedral School:**

Mr Gray addressed the meeting and provided an update on the boarding facility at Wilmot House and explained the school's proposed plans for Byre House. It was noted that the planning application is to be considered later in the meeting.

Mr. Gray left the meeting.

#### 5.4. To receive representations from members of the public on parish matters:

No matters were reported.

### 6. Community:

#### 6.1. Litter Picking:

Members received an update following two organised volunteer litter picking events at Sollershope (10 bags collected) and How Caple (3 bags collected). A third event in Yatton is scheduled for Sunday 24<sup>th</sup> March. Members reported a large number of plastic tree guards assumed to have been blown into the verges from How Caple Estate; and that new litter is being collected every other day from areas that have already been cleared.

**It was RESOLVED:** to contact How Caple Estate and ask if they can recover the tree guards.

**It was RESOLVED:** to schedule an annual sweep of the three parishes each year in early Spring and consider allocating areas to willing volunteers to keep clear during the year.

#### 6.2. Defibrillator:

Members were informed that the new defibrillator purchased from London Hearts has been installed at Wilmot House and has been registered with The Circuit. The defibrillator is located at the front of the building and is accessible for community use 24 hours a day, 7 days a week. The what 3words reference is seatbelt.reserve.tape.

Members considered organising a defibrillator training session, combined with CPR and minor first aid training if possible. It was noted that Wilmot House have offered the use of their facilities for the training, and that training is often provided free of charge but donations are welcomed to support ongoing costs.

**It was RESOLVED:** to approve a training session to be held at Wilmot House

**It was RESOLVED:** to approve a donation but to ask attendees for a voluntary contribution

#### 6.3. Coronation Event Raffle:

Members considered the results of the online survey, together with feedback from the printed newsletter delivered in December. It was noted that the installation of a Coronation Bench on the ridge between Rattle Hill and Barrell Hill received the highest number of votes. Cllr Jackson offered a donation of the timber that could be used to make a bench.

**It was RESOLVED:** to approach local contractors to source design sketches and quotes for consideration at the next meeting.

### 7. Planning:

#### 7.1. To consider responding to the following Planning Consultations for determination by Herefordshire Council:

**7.1.1.240273: Churchfields, How Caple, HR1 4TD.** Proposed extension and alteration of the dwelling and the replacement of a number of the extant outbuildings with a single new outbuilding. Members considered the application; they were mindful of close neighbours, but raised no objections.

**It was RESOLVED:** to SUPPORT the application.

**7.1.2.240266: Byre House, How Caple, HR1 4TF.** Proposed change of use of Byre House from two self-contained apartments (C3) to form boarding house accommodation for Hereford Cathedral School (C2).

Members considered the application and noted that concerns raised about the access have been mitigated. There were no objections raised.

**It was RESOLVED:** to SUPPORT the application.

**7.1.3.240350 LBC: The Upper Courtyard, Gamage Farm, Much Marcle, HR8 2NS.** Proposed replacement of all windows and doors. Members considered this application due to its proximity to the parish border.

**It was RESOLVED:** to SUBMIT A GENERAL COMMENT to defer to Conservation Officer due to the property's listed status.

## **7.2. To ratify the following responses submitted to Herefordshire Council between meetings under delegated powers:**

**7.2.1.240082: Rose Tree Cottage, Perrystone Hill, HR9 7QX.** The erection of an oak-framed garage with two ground floor bays used as domestic garage and the first floor and the additional half bay on ground floor used for holiday accommodation. Members considered the response submitted between meetings, and raised some discussion points.

**It was RESOLVED:** to ratify the response to SUPPORT the application.

**7.2.2.240199: Glebe Farm, How Caple, HR1 4SU.** Proposed agricultural manure shed.

**It was RESOLVED:** to ratify the response to SUPPORT the application.

## **8. Highways:**

### **8.1. Highways Report:**

**8.1.1.**It was reported that BBLP have resolved the flooding on the B4224 near Chantry Farm at Perrystone.

**8.1.2.**It was reported that the waste collection from properties on Rattle Hill Road had been paused due to the condition of the road but have recently resumed following intervention from the Ward Councillor. Cllr Durkin further advises that the condition of Rattle Hill Road is due to be addressed during 24/25.

**8.1.3.**A blocked culvert at the Crossways junction was reported and it was noted that the condition of the verges is poor as milk tankers cut up the verge when turning. The Lengthsman has been asked to clear the culvert as soon as possible and BBLP have attended to reshape one corner of the junction though had missed the verge on the other side of the B4224. It was agreed that Cllr Rogers would liaise with the company responsible for the milk tankers.

### **8.2. SID's:**

#### **8.2.1.Report:**

The Clerk reported that despite multiple attempts to obtain a quotation from BBLP for consideration at the meeting, no response has been received. A representative from an independent firm have agreed to quote but have requested a site meeting with BBLP in the first instance.

**It was RESOLVED:** to ask the Ward Councillor to step in to accelerate a quotation from BBLP.

**8.2.2.**Members were informed that the application for the second round of the PCC Road Safety Fund has been successful and a grant offer of £2700.00 has been received for the purchase of a second SID. It was noted that the offer is pending confirmation of approval of the installation from HC.

**It was RESOLVED:** to accept the grant offer.

### **8.3. Lengthsman:**

#### **8.3.1.Report:**

Members were informed that £440.00 has been received from the Lengthsman Scheme. Further ditching and jetting works have been commissioned to conclude the grant funding and the Lengthsman has confirmed these will be carried out within the next week.

A drainage issue on the U70008 from Fairview Cottage to Churchfields (Yatton) was raised – flood water obscuring a large pothole.

**It was RESOLVED:** to report this to HC/BBLP

#### **8.3.2.Lengthsman Contract 2024/25:**

Members were asked to consider advertising the Lengthsman position on an annual basis to comply with best practice. It was noted that the Lengthsman grant for 24/25 has been increased to £120/km.

**It was RESOLVED:** to advertise the position on the website.

### **8.4. Motorsport Rally:**

Members were informed that there had been mixed support for the proposed rally. The deadline for the consultation response did not allow sufficient time for it to be considered in accordance with proper practice at a parish council meeting and a request for an extension was not granted. As council were unable to discuss and agree on a recommendation, details of the support/object votes received were passed to Cllr Durkin for consideration alongside the feedback he has requested from other affected parishes. It was noted that Cllr Durkin has since advised that the licence for the rally will be permitted. Any further concerns should be directed to the organisers directly, with a copy sent to the Parish Council and Ward Cllr Durkin.

## **9. Footpaths:**

### **9.1. To consider appointing a Parish Footpaths Officer/s:**

Members were informed that two local residents have expressed interest in joining the team of Parish Footpaths Officers (PFO). The Clerk has made contact with two other local residents who had previously carried out the role to ascertain their current position. It was noted that HC are compiling a new register of PFO's and have recently recruited an officer to provide support for the parish volunteers. Cllr Hugh Bodington offered his support to the PFO in Yatton. It was noted that Cllr Durkin has issued an invitation to a meeting in Much Marcle on Thursday 4<sup>th</sup> April following their successful application for grant funding to use on the PROW network.

**It was RESOLVED:** that the Clerk continues to liaise with all interested parties to create a new

Footpaths Team and provide information on the role of the PFO, together with information on the support now available from HC.

**It was RESOLVED:** that Cllrs John Jackson, Hugh Bodington and the Clerk would attend the meeting in Much Marcle.

## 9.2. 50<sup>th</sup> Anniversary of the Wye Valley Walk:

Members considered correspondence from Walkers are Welcome (Ross) in connection with the 50<sup>th</sup> Anniversary of the Wye Valley Walk. Wye Valley National Landscape (WVNL) would like to see improvements to the entire section through Herefordshire ready for the anniversary. Walkers are Welcome have asked each parish to carry out a survey of the walk within their boundaries to identify improvements needed. An invitation to a planning meeting at the Corn Exchange (rear of Kings Head Hotel Ross) at 6.30pm on Monday 15<sup>th</sup> April was extended.

**It was RESOLVED:** to liaise with the new Footpaths Team to carry out the survey and identify how many stiles on the Wye Valley Walk are within the parish.

## 10. Finance:

### 10.1. Lloyds Bank Balance:

Members were informed that the balance of the Lloyds account is £6062.49.

**It was RESOLVED:** to approve and sign the Bank Reconciliation.

### 10.2. NatWest Bank Balance:

Members were informed that the balance of the NatWest account is £2816.77.

**It was RESOLVED:** to transfer the funds to the Lloyds account and close the NatWest account.

### 10.3. Payments: Members considered payments made between meetings:

**It was RESOLVED to ratify the following payments:**

10.3.1. Helen Tinson, Clerk Salary (January), in accordance with contract

10.3.2. WyeHost Ltd, email domain renewal, £9.99 plus £2.00 VAT

### 10.4. Payments: Members considered invoices due for payment:

**It was RESOLVED:** to make the following payments:

10.4.1. HALC, 24/25 subscription to HALC and NALC, £420.57 plus £84.11 VAT \*

10.4.2. Helen Tinson, Clerk Salary (February), in accordance with contract

10.4.3. Reimbursement of Clerk Expenses, HP Instant Ink £5.81 plus £1.17 VAT

\* It was noted that two free training places would be allocated if payment is made prior to 31/3/24. Cllr Reeve-Tucker expressed an interest in attending a Leading Lights training session for new councillors.

## 11. Website and Email:

### 11.1. To consider moving to a .gov.uk website and email addresses:

Members considered options to move to a .gov.uk website with associated email addresses. Options to create a new website using a templated site with Eyelid Productions, or to maintain the existing website

on a new .gov.uk domain, were considered. The normal extensions for possible new .gov.uk domains were considered.

**It was RESOLVED:** to approve a move to a .gov.uk domain at a cost of £110 plus VAT for the domain name plus £49.99 plus VAT per year for hosting with CloudNext.

**It was RESOLVED:** to add the SSL Security Certificate to the current site with WyeHost Ltd and to maintain this site for a further twelve months.

**It was RESOLVED:** to consider the budget to build a new site with Eyelid Productions in 25/26.

**It was RESOLVED:** to consider a new domain name between meetings.

## 12. Next Meeting:

**12.1. Annual Meeting of the Parish Council:** Tuesday 14<sup>th</sup> May 2024, 7pm, Brockhampton Village Hall.

**12.2. Annual Parish Meeting:** Members considered options for dates, venue and theme for the Annual Parish Meeting.

**It was RESOLVED:** to hold the meeting on Sunday 12<sup>th</sup> May 2024 at 6pm at Wilmot House if possible, or at Brockhampton Hall.

**It was RESOLVED:** to arrange defibrillator training prior to the meeting if possible, and provide refreshments. It was agreed to set up a small working party to progress plans. The working party to comprise Cllrs John Jackson, Hugh Bodington and David Reeve-Tucker. The Clerk is to approach Wilmot House in the first instance.

The meeting closed at 8.58pm

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_