

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

Held on

Tuesday 14th May 2024 at 7pm

At Brockhampton Village Hall

Present: Councillors: John Jackson (Chairman), Hugh Bodington, Brendan Beal and David Reeve-Tucker.

In attendance: Clerk: Helen Tinson, Ward Cllr Barry Durkin. 0 members of the public.

1. Election of Chairman:

Cllr John Jackson was proposed and seconded for the office of Chair.

It was RESOLVED: to elect Cllr John Jackson as Chairman of How Caple, Sollers Hope and Yatton Group Parish Council for 2024/2025. Cllr Jackson signed his Declaration of Acceptance of Office.

2. To receive apologies for absence:

Apologies were received and accepted from Cllrs Elizabeth Glover and Ed Rogers.

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

During the meeting, Cllr Brendan Beal declared a non-pecuniary interest in minute 11.2.4 Planning 240273. Council members were asked to review their Register of Interests and update if necessary.

4. Election of Vice Chairman:

Cllr Hugh Bodington was proposed and seconded for the office of Vice Chair.

It was RESOLVED: to elect Cllr Hugh Bodington as Vice Chairman of How Caple, Sollers Hope and Yatton Group Parish Council for 2024/2025.

5. To consider the minutes of the Parish Council Meeting on 12th March 2024:

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

6. Public Participation:

6.1. To receive report from the Ward Councillor:

Cllr Durkin had submitted a written report which was taken as read. It was noted that the report is available on the Parish Council website. It was further reported that:

- £38.38million is being invested in roads this year;
- Cllr Durkin continues to seek innovative solutions to potholes and highway repairs;
- BBLP have appointed a new Contract Director;
- Highways problems in Ross on Wye had resulted from a sewer collapse combined with heavy rain.

The Chair reported problems with Herefordshire Council's 'Report a Problem' portal and difficulty uploading photographs and asked Cllr Durkin to inform the appropriate department.

A question was raised concerning the percentage of Section 106 money spent by Herefordshire Council and the Community Infrastructure Levy (CIL). It was clarified that S106 can be spent anywhere in the county but is normally allocated to specific projects within the parish where the development is taking place.

6.2. To receive report from PCSO Kirsten Kysow:

PCSO Kysow was not present and there was no report.

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

There were no members of the public present and no matters were reported.

7. Finance:

7.1. Financial Report:

Members received and considered a financial report, as appended (Appendix A). The report was taken as read and no questions were raised.

It was RESOLVED: to approve the report and sign the Bank Reconciliation at the end of the meeting.

7.2. Asset Register:

Members were informed that the Asset Register has been updated since last year to reflect in-year purchases and disposals (none). It was noted that the total value of assets is £6134.21.

It was RESOLVED: to approve the Asset Register at 31.3.24. The Chairman undertook to identify a 'What 3 Words' reference for all fixed assets.

7.3. Internal Auditor:

Members were asked to ratify the appointment of the Internal Auditor. It was reported that the internal audit had needed to be progressed between meetings in order to meet submission deadlines stipulated by the external auditor.

It was RESOLVED: to ratify the appointment of Phil Partridge to carry out the internal audit at a cost of £100.00 (no VAT)

7.4. Annual Governance and Accounting Return 2023/24:

7.4.1. Internal Audit Report: Members received and noted the Internal Audit Report for 2023/24.

7.4.2. Annual Governance Statement: Members considered each assertion on the Annual Governance Statement for 2023/24.

It was RESOLVED: to approve the Annual Governance Statement for 2023/24

7.4.3. Annual Accounting Statement: Members received and noted the Annual Accounting Statement for 2023/24. There were no queries raised.

It was RESOLVED: to approve the Annual Accounting Statement for 2023/24

7.4.4. Certificate of Exemption: Members agreed that the accounts meet the qualifying criteria for exemption.

It was RESOLVED: to submit a Certificate of Exemption for the External Audit 2023/24

7.4.5. Period for the Exercise of Public Rights: Members considered dates for the Period for the Exercise of Public Rights in line with the external audit requirements.

It was RESOLVED: to set the dates from Monday 3rd June to Friday 12th July 2024.

7.5. Banking Mandate:

Members reviewed the bank signatories on the Lloyds Bank account.

It was RESOLVED: to make no changes to the existing signatories: Cllrs John Jackson, Elizabeth Glover, Hugh Bodington and Brendan Beal.

7.6. Insurance:

Members considered tenders for the annual insurance, due for renewal 1st June 2024. A report was presented offering terms from two insurers for both an annual premium and a 3-year long-term undertaking as appended (Appendix B). It was noted that a third insurer had withdrawn their tender as their premium was not competitive. All three insurers offered policies specifically targeted to Parish and Town Councils.

It was RESOLVED: to accept policy terms with Clear Councils (formerly BHIB) on a 3-year long-term undertaking at an annual cost of £296.49.

7.7. Payments: Members considered invoices due for payment:

It was RESOLVED: to make the following payments:

7.7.1. Phil Partridge, Internal Audit 2023/24 £100.00

7.7.2. Brockhampton Village Hall, 6 x 2024/25 Meetings, £120.00

7.7.3. Terry Griffiths Contracts, Lengthsman (TGC2622), £800.00 plus £160.00 VAT

7.7.4. Terry Griffiths Contracts, Lengthsman (TGC2623), £100.00 plus £20.00 VAT

7.7.5. Terry Griffiths Contracts, Lengthsman (TGC2624), £600.00 plus 120.00 VAT

7.7.6. Autela Payroll Services (Jan, Feb, March plus EoY and Pension Regulator submissions), £80.54 plus £16.10 VAT

7.7.7. Helen Tinson, Clerk Salary (March and April), in accordance with contract

7.7.8. HMRC, PAYE 23/24 Q4, £275.00

7.7.9. HMRC, PAYE 24/25 April, £78.40

7.7.10. Wyehost, Website Software Update and Upgrade Hosting pro rata, £50.00 plus £10.00 VAT

7.7.11. Helen Tinson, Reimbursement of HP Instant Ink Fees (April/May) £6.64 plus £1.34 VAT

7.8. Salary and Statutory Payments:

It was RESOLVED: to approve that future salary payments are made by online payment on the date specified by Autela Payroll Services in compliance with HMRC Real Time Information requirements.

It was RESOLVED: to approve the payment of statutory PAYE/NIC payments between meetings.

7.9. Direct Debit Payments:

It was RESOLVED: to ratify the annual payment of ICO fees by direct debit at a cost of £35.00 per year.

8. Working Groups:

Members considered representation on a number of working groups. It was noted that working groups carry out preparatory work but all decisions are made by full council.

8.1. Finance:

It was RESOLVED: that Cllrs John Jackson (Chair), Elizabeth Glover and Hugh Bodington together with the Clerk/RFO would form the Finance Working Group. The quorum for this group is 3.

8.2. Highways and Footpaths:

It was RESOLVED: that Cllrs Elizabeth Glover (Chair), John Jackson and Ed Rogers would form the Highways and Footpaths Working Group. The quorum for this group is 2.

8.3. Planning:

It was RESOLVED: that Cllrs Brendan Beal (Chair), John Jackson and Ed Rogers would form the Planning Working Group. The quorum for this group is 3.

8.4. Employment:

It was RESOLVED: that the Chair and Vice Chair would form the Employment Working Group. The quorum for this group is 2.

9. Policies and Procedures:

Members considered the following policies and procedures:

9.1. Code of Conduct:

It was RESOLVED: to renew the LGA model Code of Conduct.

9.2. Financial Regulations:

It was RESOLVED: to adopt the draft Financial Regulations, based on the new model regulations issued by NALC in May 2024, with an annual renewal date.

9.3. Reserves Policy:

It was RESOLVED: to adopt the draft Reserves Policy, with an annual renewal date.

9.4. Risk Register:

It was RESOLVED: to adopt the Risk Register for 2024/25.

9.5. Parish Plan:

Members considered a new draft Parish Plan which sets the priorities for the council for the current term, 2023-2027.

It was RESOLVED: to adopt the Parish Plan.

10. Meeting Dates:

Members considered the regular meeting dates for 2024/25. It was noted that the rate for the rental of Brockhampton Village Hall is £20 per meeting.

It was RESOLVED: to set the meeting dates for the second Tuesday in January, March, May, July, September and November, at 7pm at Brockhampton Village Hall.

11. Planning:

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

11.1.1. 240913: Land at Foxhalls Farm, Sollers Hope, HR1 4RN. Proposed erection of an agricultural workers dwelling, including garage and associated works.

Members considered the application noting consistency with the adopted NDP in terms of supporting rural agriculture and economy.

It was RESOLVED: to submit a response to SUPPORT the application.

11.2. To note the following decisions by Herefordshire Council:

It was noted:

11.2.1. 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. Approved with Conditions.

11.2.2. 233545: 1 & 2 Perryfield Cottages, 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. Approved with Conditions.

11.2.3. 240199: Glebe Farm, How Caple, HR1 4SU. Proposed agricultural manure shed. Withdrawn.

11.2.4. 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. Approved with conditions. Cllr Brendan Beal declared a non-pecuniary interest.

11.3. To consider response to Wye Valley National Landscape Partnership – Draft Position Statements Consultation (deadline 14th June):

It was RESOLVED: to respond on the basis of the adopted NDP. Cllr Beal to draft a response.

It was RESOLVED: to approve the response between meetings.

12. Lengthsman, Highways and Footpaths:

12.1. Lengthsman:

12.1.1. To appoint a Lengthsman for 2024/25:

It was RESOLVED: to appoint Terry Griffiths Contracts

12.1.2. Herefordshire Council Lengthsman Scheme Contract 2024/25:

It was RESOLVED: to sign the contract with Herefordshire Council for 2024/25.

12.1.3. Annual Maintenance Plan 2024/25:

It was RESOLVED: to approve the Annual Maintenance Plan for 2024/25.

12.1.4. Local Drainage Fund:

Members were informed that an Expression of Interest had been submitted to Herefordshire Council on 9th April. A number of drainage projects to propose for funding under the scheme were considered.

It was RESOLVED: that the Chairman, Clerk and Lengthsman review the 2023/24 plan and reassess any projects outstanding.

It was RESOLVED: to propose Foxhalls junction, C1262 with U70010. Cllr Jackson to consult with Lengthsman and Landowner.

It was RESOLVED: to report C1298 to the side of Whittlebury Barn. The side of the road collapsed into the brook, BBLP installed blue barriers which have now also fallen into the brook. Cllr Durkin suggested re-submitting the report to BBLP. It was noted that the brook runs under farmland and washes out on the C1298. Cllr Jackson to consult with the Landowner once a response has been received from BBLP.

It was RESOLVED: to submit C1298 between Hurstans and The Moors (repeated flooding).

12.2. Speed Indicator Devices (SID):

12.2.1. Quotations for SID Bases and Posts:

Members were informed that quotations are still awaited from Owen Pell and BBLP. The Clerk will continue to follow up with Herefordshire Council and BBLP, and cc Cllr Durkin.

12.2.2. Purchase of Second SID:

Members considered the purchase of a second speed indicator device using the grant funding secured from the West Mercia Police's PCC Safer Roads Fund.

It was RESOLVED: to purchase another EVOLIS speed indicator device with solar pack from ElanCity.

12.3. Verges:

12.3.1. Members considered the annual verge cutting programme undertaken by BBLP. Cllr Durkin reported that areas can be designated to grow for wildlife and any such areas should be notified to BBLP.

It was RESOLVED: to request two cuts per year for safety and visibility.

It was RESOLVED: to seek parishioners' views on areas that could be safely left to grow for wildlife.

12.4. Highways:

12.4.1. Works to be reported to Herefordshire Council:

Members considered matters to be reported to Herefordshire Council. It was noted that a number of signposts are losing their reflective value and need to be cleaned. Cllr Durkin reported that he had attended 12 accident cluster sites recently and will be instructing BBLP to clean all signs. It was noted that the Lengthsman can clean road signage on C and U roads, so long as the necessary training has been undertaken. A and B roads should be reported to BBLP. The Chairman raised a concern about the sign at the Old Gore slip road which keeps turning. It has been reported and straightened multiple times but seemingly not tightened to prevent further turning. Cllr Durkin asked the Chairman to report to him via email.

It was also noted that white lining from Much Marcle to Lyne Down has worn away. Cllr Durkin reported anticipated additional funding for white lining.

It was RESOLVED: to add signage cleaning into the Lengthsman's regular maintenance days.

It was RESOLVED: to report the white lining to the Locality Steward.

12.4.2. Motorsport Rally:

Members were informed that a revised route for the Hills Ford Closed Road Rally in September has been published and is available to view on the Parish Council website. Concerns about access have been reported by one resident who was assured that the organisers will facilitate access. A member of the Parish Council raised concerns about the potholes on the route and potential vehicle speeds of up to 80 miles per hour. Cllr Durkin reported that the event organisers have specifically said they do not want the potholes fixed.

12.5. Footpaths:

12.5.1. Parish Footpaths Officers:

Members were informed that three Parish Footpaths Officers have been appointed.

It was RESOLVED: to ratify the appointment of John Reed for Yatton, Tom Coleman for How Caple and Mike Clarke and Enid Elliot for Sollershope. Mike and Enid will lead the team.

12.5.2. Report and PROW Defects:

Members were informed that funding is available to improve accessibility on Public Rights of Way. Wye Valley National Landscapes are looking for proposals for circular routes from the Wye Valley Walk, or links from the Wye Valley Walk to areas of local interest. It was suggested that the Footpaths Team explore the possibility of creating a Three Churches Walk; and consider which stiles can be replaced with gates.

It was reported that Public Right of Way HK5 is currently impassable because of a drainage problem.

It was RESOLVED: that Cllr Beal will consult with the landowners.

12.5.3. PROW Funding:

Members were informed that the Clerk submitted an Expression of Interest for PROW funding from Herefordshire Council.

It was RESOLVED: to ratify the submission of an EoI between meetings.

13. Community:

13.1. Defibrillator Training:

Members were informed that Herefordshire Heartstart are able to offer defibrillator training on Tuesday 16th July, 7-9pm and that the Clerk will contact Wilmot House in the first instance and Brockhampton Village Hall in the second to arrange the venue.

13.2. Coronation Bench:

Members were informed that the quote for the bench has not yet been received. Cllr Jackson will follow up and report to the next meeting.

14. Website:

Members gave further consideration to the .gov.uk domain. Suggestions included HowCapleGroupPC.gov.uk or HCSHY-PC.gov.uk.

It was RESOLVED: that the Clerk will establish if initials are allowable and report to the next meeting.

15. Clerks Report:

There was nothing further to report.

16. Next Meeting: Tuesday 9th July 2024, 7pm, Brockhampton Village Hall.

17. Agenda Items:

17.1. How Caple: Land by noticeboard

The meeting closed at 8.46pm

Signed: _____ Dated: _____

Appendix A: Financial Report:

REPORT FOR COUNCIL MEETING:	14th May 2024
REPORT BY:	Helen Tinson, Clerk/RFO
AGENDA ITEM:	7.1: Financial Report

Bank Balance @ 30 April 2024:

NatWest:	£0.00
Lloyds:	£16,955.53
Total Funds:	£16,955.53 (less invoices to be approved 14.5.24 £3164.76)

Bank Reconciliation: A bank reconciliation has been carried out at 30/4/24 and will be passed to a non-bank signatory to verify at the meeting, as per Financial Regulations.

2023/24 Year End:

Total income: £12,417.24
Total expenditure: £14,714.32
Please refer to cashbook for actual vs budget income and expenditure at 31.3.24.

Lengthsman: The final payment from the 2023/24 Lengthsman Scheme (£1500) has been received from Herefordshire Council for the Lengthsman grant.

Reserves: I am proposing Council adopt a Reserves Policy and have drafted a policy for consideration. This explains the protocols for holding reserves and proposes we start with £7880.53 (ie the closing balance from last year) plus the PCC grant funding for the second SID.

VAT Reclaim: We are able to reclaim £1,254.10 from purchases made through 2023/24 which I shall submit during May.

Appendix B: Insurance

Insurer	Annual Premium	3-Year Long Term Arrangement
Clear Councils (formerly BHIB)	£354.42	£296.49 per year for three years
Zurich	£377.62	£368.69 per year for three years
Gallagher (formerly Came & Co)	Withdrawn	Withdrawn

I understand that Gallagher and Zurich provide cover using the detailed asset register to insure only those assets held. Clear provide a blanket cover which will include some items we don't have or cover we don't need.

Gallagher have been in touch and have withdrawn due to anticipated premium:

"Thank you for providing this information.

However, unfortunately I think we will need to again withdraw from the quote process due to not being able to improve on your premium spend if that is what the council is hoping to achieve.

Our minimum premium for Council policies is now around £730 Inclusive of insurance premium tax and fee. Therefore, unless the councils renewal has significantly increased, or you have had issues with Clear Council, I would recommend remaining with them for the time being and I will update our diary so that we can look to provide alternative in the future where we will hopefully be more competitive!

I apologise I cannot be of further assistance on this occasion, but I appreciated you giving the opportunity to provide a quotation!"