

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting
Held on
Tuesday 13th January 2026 at 7pm
At Brockhampton Village Hall

Present: Councillors: John Jackson (Chairman), Hugh Bodington, Elizabeth Glover, Ed Rogers, David Reeve-Tucker and Fiona Fyshe

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

1. To receive apologies for absence:

There were no apologies for absence.

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

There were no declarations of interest declared or written requests for dispensation.

3. Minutes: to consider the minutes of the Parish Council Meeting on 11th November 2025:

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 PCSO Kirsten Kysow:

PCSO Kysow presented a short annual report which included three RTC's in our parishes. She reported that the main issue facing the area is poaching but that an active operation to tackle the problem remains ongoing. The NFU have met with the Police and Crime Commissioner to discuss how best to deal with rural crime, which will include call handling training to help ensure that reports of poaching are recorded and actioned appropriately. It was reported that the new police operating model is due to go live next week. The meeting agreed that actions to take forward are 1) Poaching and 2) Rural Theft. PCSO Kysow noted the two new speed indicator devices and requested that the data generated is shared with the team in Ross on Wye.

Action: Cllr Jackson to share data with Ross SNT.

PCSO Kysow left the meeting at 7.13pm.

4.2. 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 has been published on the Parish Council website. In addition, Cllr Durkin reported a £30m budget gap for 2026/27 created by UK government funding changes and presented a short video from the Leader of the Council, Jonathan Lester. Cllr Durkin asked the Parish Council to share it as widely as possible.

Action: Clerk to share on website and emailed newsletter.

It was further reported:

- 4.2.1 HC awarded Gold status from the Defence Employer Recognition Scheme;
- 4.2.2 Cllr Roger Phillips awarded an OBE;
- 4.2.3 Local Transport Plan update;
- 4.2.4 Highways Services contract awarded to M. Group Highways Ltd who will start 1/6/2026;
- 4.2.5 Electoral Boundary Review will commence next year – looking at wards not parish councils;
- 4.2.6 Children's Services Ofsted rating has changed from Inadequate to Good, with leadership rated Outstanding;
- 4.2.7 A finance application to build a Special Educational Needs school in Herefordshire has been refused by Central Government. Alternative sources of funding are being investigated;
- 4.2.8 Renters Rights Act 2025 – a free forum for Landlords is being held at the Kindle Centre on Wednesday 14th January.

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

There were no members of the public present. The Clerk read an email received from a parishioner requesting an additional grit bin near Cherry Orchard Lane in Yatton. Cllr Durkin reported that an audit of grit bins is currently underway and expected to conclude imminently. Members agreed that a further grit bin in the location identified is a fair request and the Clerk was asked to contact BBLP.

Action: Clerk to contact the Locality Steward and request a further grit bin.

Cllr Durkin left the meeting at 7.34pm.

5. Finance:

5.1. Financial Report:

Members received and considered a financial report noting bank balances at 13th January:

Current account: £8,052.05

Reserve account: £3,095.00

There were no concerns raised.

It was RESOLVED: to approve the report.

5.2. Bank Reconciliation:

Members reviewed the bank reconciliation to 31st December 2025.

It was RESOLVED: to approve the bank reconciliation which was signed by Cllr Fiona Fyshe.

5.3. Draft Budget 2026/2027:

Members considered the draft budget for 2026/27 published for public consultation after the last meeting. The Clerk suggested that members consider allocating a reserve for a new laptop for the next financial year.

It was RESOLVED: to approve the draft budget and set the precept at £10,500 (no increase on last year). Approved budget appended (Appendix A).

5.4. Payments:

Members were asked to ratify the following payments made between meetings.

It was RESOLVED: to ratify the following payments:

- 5.4.1 Helen Tinson, Clerk Salary December, in accordance with contract
- 5.4.2 HMRC, PAYE December, in accordance with contract
- 5.4.3 John Jackson, Reimbursement of Expenses SID installation, £104.72 inc VAT
- 5.4.4 John Jackson, Reimbursement of Expenses SID installation, £63.47 inc VAT
- 5.4.5 Terry Griffiths Contracts, TGC3505, £489.30 plus £97.86 VAT
- 5.4.6 Autela Payroll Services, Payroll Support, £70.00 plus £14.00 VAT

5.5. Payments:

Members were asked to consider invoices due for payment.

It was RESOLVED: to approve the following invoices for payment:

- 5.3.1 Helen Tinson, final Clerk Salary January, in accordance with contract
- 5.3.2 HMRC, PAYE January, in accordance with contract
- 5.3.3 Helen Tinson, Reimburse Expenses, USB Drive £19, Envelopes £8.62 and Stamps £118.32, Total £145.94
- 5.3.4 Terry Griffiths Contracts, TGC3607, Maintenance Day Yatton, £489.30 plus £97.86 VAT
- 5.3.5 Terry Griffiths Contracts, TGC3606, Maintenance Day How Caple, £244.64 plus £48.92 VAT
- 5.3.6 Wyehost Ltd, Domain Name Renewal, £9.99 plus £2.00 VAT
- 5.3.7 PIP Printing, Autumn/Winter Newsletter, £78.04

6. Planning:

6.1. To consider any planning applications received between publication of the agenda and the meeting for determination by Herefordshire Council:

There were none.

6.2. To note planning decisions made by Herefordshire Council since the date of the last meeting:

There were none.

Members noted an email from Herefordshire Council: The Government have drafted a new National Planning Policy Framework (NPPF) and have launched a consultation seeking views on its content. The consultation ends at 11.45pm on 10th March 2026.

Action: Clerk to share with Members and publish the consultation link on the next emailed newsletter.

7. Highways and Footpaths:

7.1. Highways:

7.1.1. To consider works to be reported to Herefordshire Council: Members noted correspondence from Cllr Durkin requesting reports of roads causing particular concerns for consideration for the 26/27 highway improvement plan.

It was RESOLVED: to report the U70006 from Park View to Welsh Court and the U70008 from Fairview Cottage downhill for approximately 75m, both having been reported previously.

7.1.2. To note the installation of the Speed Indicator Devices and consider data reading and interpretation:

Members noted the installation and wished to minute their thanks to Cllr John Jackson and Cllr Ed Rogers. It was reported that Cllr Jackson holds a spare set of batteries and it was requested that the purchase of a battery charger is considered at the next meeting.

Action: Cllr Jackson to email the quote to the Clerk for sharing with members.

Cllr Jackson reported that he was in communication with the Traffic Calming Team in Fownhope who are offering advice on downloading the data and he would report further in due course.

The Clerk reported the rules around the operation of SIDs and was asked to share them with members. It was requested that, if possible, the SIDs to display 'Collecting Data' when turned off.

Action: Clerk to share information with members and contact ElanCity to query the display.

7.2. Footpaths:

7.2.1. To consider general Footpaths Report:

Members considered a general report noting Herefordshire Council training available for Parish Footpaths Officers. Cllrs Hugh Bodington and Fiona Fyshe volunteered to become PFOs for Yatton and Sollershope respectively.

It was RESOLVED: to appoint Cllr Hugh Bodington as PFO for Yatton and Cllr Fiona Fyshe as PFO for Sollershope.

Cllr Jackson presented an update on the PROW grant scheme for the current year. He has met with Ceri Belli, PROW Officer, and confirmed the locations of the proposed gates with the GPS marker (The Falcon to How Caple Church). Two landowners were identified: the Clerk was asked to make contact with one landowner to request permission to change the current stiles with gates. It was noted that Ceri Belli had agreed to write to the second landowner to ask that gates are installed if they look to fence any open spaces in the future. A meeting with a second contractor is being arranged with a view to quoting for installation before 31st March.

It was RESOLVED: to contact landowners as noted above.

It was RESOLVED: to engage either contractor based on availability (to install before 31st March) and cost (£250 per gate or less).

8. Website:

Members were asked to consider a further quotation for moving the website and email to a .gov.uk domain including the design of a new website, noting cost savings from quotes previously considered in May 2025.

It was RESOLVED: to approve the quotation from Parish Online at £250 plus VAT for the first year (including new website) and £350 plus VAT for subsequent years.

It was RESOLVED: to upgrade the clerk's email address to 30GB mailbox and 10GB file storage at a cost of £42 plus VAT per year.

It was RESOLVED: to maintain current domain hosting (howcaplesollershopeyatton.org.uk) with WyeHost Ltd at a cost of £9.99 plus VAT.

It was RESOLVED: to approve a new .gov.uk domain name – howcaplegroup-pc.gov.uk

9. **Next Meeting:** Tuesday 10th March 2026, 7pm, Brockhampton Village Hall.
- 9.1. **Agenda Items:** To consider the purchase of a battery charger from ElanCity
10. **To consider a resolution to exclude members of the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, to consider a confidential matter**
There were no members of the press and public present.

11. Employment Matters:

11.1. To consider the appointment of a new Clerk/RFO:

Members considered a report from the interview panel, Cllr John Jackson, Cllr Ed Rogers and Lynda Wilcox of HALC. One application was received from a CiLCA qualified clerk and an interview took place via Zoom on Tuesday 13th January. The interview panel recommended employment.

It was RESOLVED: to offer the position to Neil Barrington as recommended by the interview panel.

11.2. To consider the terms of employment and agree new national pay agreement rates:

It was RESOLVED: to agree terms of employment - 5 hours per week starting 1st February 2026 on pay scale point 26. Probation period six months.

It was RESOLVED: to agree the new national pay agreement rate for 2025/26 as published on 24 July 2025.

11.3. To consider training costs:

This item was deferred as the new Clerk is already CiLCA qualified and no further training was identified.

The meeting closed at 8.17pm

Signed: _____ Dated: _____

Appendix A: Approved Budget for 2026/27

Budget Heading	Budget 2024/25	Current Budget 2025/26	Approved Budget 2026/27
Clerks Salary inc PAYE	£4740.00	£4914.00	£5250.00
PAYE Admin	£200.00	£270.00	£325.00
Clerk Home Allowance	£100.00	£100.00	£100.00
Clerk Mileage	£60.00	£60.00	£60.00
Stationery	£60.00	£72.00	£72.00
Audit/Bank Fees	£150.00	£140.00	£200.00
Insurance	£350.00	£350.00	£450.00
Subscriptions	£425.00	£500.00	£550.00
ICO	£40.00	£35.00	£50.00
Website/Computer Costs	£300.00	£1,110.00	£260.00
Meeting Hall Hire	£150.00	£140.00	£150.00
Training	£200.00	£200.00	£200.00
Lengthsman/P3	£3,520.00	£3,520.00	£4,800.00
Traffic Calming (SID exp)	£200.00	£200.00	£300.00
Community Engagement and Events	£550.00	£450.00	£450.00
S137 Donations	£500.00	£350.00	£350.00
Churchyard Maintenance	£525.00	£525.00	£525.00
Contingency/Miscellaneous	£400.00	-	-
Total Expenditure	£12,470.00	£12,936.00	£14,092.00
Income: Precept	£9,750.00	£10,500.00	£10,500.00
Income: Lengthsman Grant	£2,842.00	£2,436.00	£3,654.00
Total Income:	£12,592.00	£12,936.00	£14,154.00