

HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL
Councillors are summoned to attend a meeting of the Parish Council
on
Tuesday 14 May 2024 at 7pm
At Brockhampton Village Hall

Members of the Public and Press are cordially invited to attend

AGENDA

- 1. To elect the Chairman of the Council for 2024/25 and receive Declaration of Acceptance of Office**
- 2. To receive apologies for absence**
- 3. To receive declarations of interest and written dispensation requests and to remind all Members to check their Register of Interests and update if necessary**
- 4. To elect the Vice Chairman of the Council for 2024/25**
- 5. To consider the minutes of the Parish Council meeting held on the 12th March 2024**
- 6. Public Participation:**
 - 6.1. To receive report from the Ward Councillor
 - 6.2. To receive report from PCSO Kirsten Kysow, Safer Neighbourhood Team
 - 6.3. To receive representations from the Public
- 7. Finance:**
 - 7.1. To receive financial report for year ending 31 March 2024
 - 7.2. To review the Asset Register for 2023/24
 - 7.3. To ratify the appointment of the Internal Auditor for 2023/24
 - 7.4. To consider the Annual Governance and Accounting Return for 2023/24:
 - 7.4.1. To receive and note the Annual Internal Audit Report
 - 7.4.2. To consider, approve and sign the Annual Governance Statement
 - 7.4.3. To consider, approve and sign the Accounting Statement
 - 7.4.4. To consider and approve the Certificate of Exemption
 - 7.4.5. To set the dates of the Period for the Exercise of Public Rights
 - 7.5. To review bank signatories for 24/25
 - 7.6. To consider and approve insurance provision for 2024/2025
 - 7.7. To consider any invoices due for payment:
 - 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, £274.20
 - 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. To approve future salary payments to be made by online bank payment on the date specified by Autela in compliance with HMRC Real Time Information requirements and HMRC statutory payments
- 7.9. To ratify the direct debit arrangement for the annual payment of ICO Fees, £35.00 per year

8. Working Groups:

- 8.1. To consider and appoint members to Working Groups:
 - 8.1.1. Finance
 - 8.1.2. Highways and Footpaths
 - 8.1.3. Planning
 - 8.1.4. Employment

9. Policies and Procedures: To review the following policies:

- 9.1. Code of Conduct
- 9.2. Financial Regulations
- 9.3. Reserves Policy
- 9.4. Risk Register
- 9.5. Parish Plan

10. Meeting Dates: To consider and approve the meeting dates for 2024/25 and note increase in costs

11. Planning:

11.1. To consider commenting on the following planning applications 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.

11.2. To note the following decisions by Herefordshire Council:

- 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.

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

12. Lengthsman, Highways and Footpaths:

12.1. Lengthsman:

- 12.1.1. To appoint a Lengthsman for 2024/25
- 12.1.2. To sign the Herefordshire Council Lengthsman Scheme contract for 2024/25
- 12.1.3. To consider the Annual Maintenance Plan for 2024/25
- 12.1.4. To consider drainage projects for the new Local Drainage Fund (EoI submitted 9/4/24)

12.2. SIDs:

- 12.2.1. To consider quotations for the installation of two SID bases and posts
- 12.2.2. To consider the purchase of a second EVOLIS SID

12.3. Verges:

- 12.3.1. To consider annual verge cutting programme

12.4. Highways:

- 12.4.1. To consider works to be reported to Herefordshire Council
- 12.4.2. To note update on Hills Ford Closed Road Rally

12.5. Footpaths:

- 12.5.1. To ratify the appointment of Parish Footpath Officers
- 12.5.2. To receive report and agree works as required
- 12.5.3. To ratify an Expression of Interest submitted for the new PROW funding for 2024/25

13. Community:

- 13.1. To consider defibrillator training session at Wilmot House – date tbc
- 13.2. To consider an update on the Coronation Bench

14. Website: To further consider the .gov.uk domain and agree action

15. Clerk's Report: To receive the Clerk's report

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

Signed: Helen Tinson, Clerk

Dated: 8th May 2024