

**HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL**  
Councillors are summoned to attend a meeting of the Parish Council  
on  
**Tuesday 9 July 2024 at 7pm**

At Brockhampton Village Hall

Members of the Public and Press are cordially invited to attend

**AGENDA**

- 1. To receive apologies for absence**
- 2. To receive declarations of interest and written dispensation requests**
- 3. Minutes:** To consider the minutes of the Annual Meeting of the Parish Council held on the 14<sup>th</sup> May 2024
- 4. Public Participation:**
  - 4.1. To receive report from the Ward Councillor
  - 4.2. To receive report from PCSO Kirsten Kysow, Safer Neighbourhood Team
  - 4.3. To receive representations from the Public
- 5. Community:**
  - 5.1. To consider any matters arising from the Annual Parish Meeting held on 14<sup>th</sup> May 2024
  - 5.2. To consider the West Mercia Police 'We don't buy crime' project
  - 5.3. To consider draft newsletter
  - 5.4. To receive update on Coronation Bench and agree action as required
- 6. Finance:**
  - 6.1. To consider Financial Report, including Q1 budget monitoring, and approve the bank reconciliation
  - 6.2. To ratify payment of the £45 administration charge for the 2024/25 insurance missed from the resolution at the last meeting
  - 6.3. To consider donation for Herefordshire Heartstart training session on 16<sup>th</sup> July 2024
  - 6.4. To ratify the following payments made between meetings:
    - 6.4.1. Helen Tinson, Clerk Salary, in accordance with contract
    - 6.4.2. HMRC, PAYE/NIC Q1, £235.20
  - 6.5. To consider any invoices due for payment:
    - 6.5.1. WyeHost Ltd, web hosting annual renewal, £90.00 including VAT
- 7. Planning:**
  - 7.1. To note the following decisions by Herefordshire Council:**
    - 7.1.1.240266: 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). PC Support. HC Approved with conditions.
    - 7.1.2.233568: 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. PC Support. HC Approved with conditions.

7.1.3.233545: &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. PC Support. HC Approved with conditions.

**8. Highways:**

- 8.1. **Highways:** To receive report and agree action as required
- 8.2. **SIDs:** To receive update, consider quotations and agree action as required
- 8.3. **Lengthsman:** To receive update and agree action as required

**9. Footpaths:**

- 9.1. To ratify submission of PROW Grant Funding application
- 9.2. To receive update on 50<sup>th</sup> Anniversary of the Wye Valley Walk and agree action as required

**10. Website and Email:** To further consider a .gov.uk website domain name

**11. Training:** To consider HALC's training schedule

**12. Clerk Report:** To receive report

**13. Next Meeting:** Tuesday 10<sup>th</sup> September 2024, and propose agenda items

**Signed:** Helen Tinson, Clerk

**Dated:** 4<sup>th</sup> July 2024