

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting
Held on
Tuesday 10th September 2024 at 7pm

At Brockhampton Village Hall

Present: Councillors: John Jackson (Chairman), Hugh Bodington, Ed Rogers, Liz Glover and David Reeve-Tucker.

In attendance: Ward Cllr Barry Durkin; PCSO Kirsten Kysow, West Mercia Safer Neighbourhood Team; 2 members of the public; and Clerk Helen Tinson.

1. To receive apologies for absence:

Apologies were received and accepted from Cllr Brendan Beal.

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

During the meeting, Cllr Ed Rogers declared a non-pecuniary interest in agenda item 8.2. The Declarations of Interest book was signed accordingly.

3. To consider the minutes of the Parish Council Meeting on 16th July 2024:

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

4. Public Participation:

4.1. 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 to download from the Parish Council website. It was reported that the B4234 in Ross on Wye from the Market House to Aldi will be closing overnight in the next week for new tarmac.

4.2. To receive report from PCSO Kirsten Kysow:

PCSO Kysow reported no local crime other than an incident of sheep worrying in Lea. The team has been joined by two new PCSOs and two additional officers for Ross Town Centre. The traffic accident data for Crossways requested at the last meeting was noted – no accidents or injuries reported. Members acknowledged that this did not include non-reported accidents. A member of the public raised concerns about a significant accident that occurred in July, though there were no injuries.

Poor visibility was reported on the B4224/B4225 junction near the Old Gore monument, and the U road/B4224 junction from Perrystone Hill, presenting a danger to road users. Cllr Durkin undertook an action to request an addition to the safety cut regime.

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

4.3.1. The Clerk was asked to publish the Definitive Maps for How Caple, Sollershope and Yatton on the website.

5. Community:

5.1. Annual Parish Meeting:

Members considered any matters arising from the Annual Parish Meeting on 14th May 2024. It was noted that the road condition near Whittlebury Barn had been reported to Herefordshire Council.

5.2. West Mercia Police 'We don't buy crime' Project:

Members were informed that there had only been one positive response to the consultation on holding a property marking event so far. The Clerk reported vehicle thefts (Fownhope, Hampton Bishop, Tarrington) earlier in the summer which was believed to have been carried out by an organised crime group. PCSO Kysow reported the theft of a number of bikes from a property in Fownhope over the previous weekend.

PCSO Kysow left the meeting at 7.26pm.

5.3. Coronation Bench:

Members received a verbal report describing three designs from local contractors for the construction of a new bench to commemorate the coronation of King Charles III. It is proposed that the bench is sited in the layby on Rattle Hill Road (near Stone Cottage). Cllr Jackson offered to donate a supply of Chestnut from Birchwood Forestry. It was noted that £147 is held in reserves for the bench.

It was RESOLVED: to distribute a written report detailing designs and quotations and reconsider at the next meeting. The Clerk will assess the budget for the additional funds required.

5.4. Hills Ford Stages Rally:

Members received an update on the rally which is scheduled to take place during the forthcoming weekend. A Residents Handbook has been distributed to properties on the route. A member of the public reported an issue with access last year which the Clerk will report back to the organisers.

6. Finance:

6.1. Financial Report:

Members received and considered a financial report noting the current bank balances at 10/9/24:
Current account: £2,118.36. Reserve account: £9,027.79.

A bank reconciliation to 31/8/24 was reviewed and signed by a non-signatory in accordance with the Financial Regulations.

It was reported that the VAT reclaim has been submitted but the repayment has not yet been received. The Clerk will follow up but suggested the delay may be because of the new bank account.

Members noted the following bank correspondence:

Interest Rates: change in interest rate (as of 27 July) from 1.31% to 1%

Upcoming Changes 02 Sep 24 (message from online login): From the beginning of October, all Full Access Users will be able to close eligible current, savings and client money accounts via Online for Business. If you do not wish all Full Access Users to be able to close accounts, you can amend Online for Business user access levels at [Make a change on your business accounts](#). You can learn more about user access levels at [Managing Online For Business Access](#).

6.2. Finance Working Group:

Members of the Finance Working Group considered dates to meet during October to prepare the draft budget for 2025/26. It was agreed that the Clerk will circulate a proposed date via email.

6.3. Payments:

It was RESOLVED: to ratify the following payments made between meetings:

6.3.1.Helen Tinson, Clerk Salary August, in accordance with contract

6.3.2.Autela Payroll Services, Payroll Support, £81.86 including VAT

6.3.3.HMRC, PAYE/NIC July, £78.40

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

6.3.4.Terry Griffiths Contracts, PROW, £453.60 including VAT

6.3.5.HMRC, PAYE/NIC August, £78.40

6.3.6.PiP Printing, Newsletter, £70.53

6.3.7.Helen Tinson, Clerk Salary September, in accordance with contract

6.3.8.Helen Tinson, Reimbursement of HP Instant Ink Fees (August) £3.99 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: 1&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.

7.1.4.241745/PA7: The Lyndalls, Sollershope, HR1 4RL. Application for prior notification for agricultural building. Refused.

The Chairman noted that he would like to receive notifications of planning amendments, for example when changes are made to plans after original plans have been considered by the Parish Council. Cllr Durkin undertook an action to feed this back to the Planning Team at Herefordshire Council.

8. Highways and Lengthsman:

8.1. Highways

8.1.1. Report:

There was no report.

8.1.2. Local Drainage Fund:

Members were informed that the Chairman, Clerk and Lengthsman have conducted parish drainage survey and compiled a list of drainage works for submission for the funding. The Lengthsman has submitted his detailed quotation for the works.

It was RESOLVED: that the Clerk would complete the application form and distribute to members via email.

It was RESOLVED: to approve the application between meetings via email in order to meet the submission deadline.

8.1.3. Traffic Regulation Order:

Members considered submitting an application for a Traffic Regulation Order (TRO) to reduce the speed limit on the B4224 at Crossways (B4224 junction with C1262 to Much Marcle) and past Wilmot House, to 40mph in response to concerns about speed and volume of traffic. It was noted that children wait at the junction for the school bus in the morning and are dropped off in the afternoon as there is no official bus stop. It was further noted that the process for obtaining a TRO is lengthy with no guarantee of success. Cllr Durkin expressed his support for the application.

It was RESOLVED: to submit an application for a TRO to reduce the speed limit to 40mph.

It was also suggested that an application for a 'Blind Summit Notice' is submitted to Herefordshire Council for the B4224 on the approach to the junction from Ross on Wye.

It was RESOLVED: to submit an application for a 'Blind Summit Notice'.

Cllr Ed Rogers declared a non-pecuniary interest in the following item and did not take part in the discussion.

8.2. Speed Indicator Device (SID):

Members considered three quotations for the installation of two SID bases. The quotations were not equal and the differences between the quotes were discussed. BBLP was a clear favourite in terms of cost but some questions were raised concerning the parameters of the quote.

It was RESOLVED: to seek clarification from BBLP of the parameters of their quote, and to proceed between meetings with the cheapest quote once all parameters had been established. Cllr Jackson is to assist the Clerk with landowner liaison.

Cllr Durkin left the meeting at 7.57pm.

8.3. Lengthsman:

Members were informed that the Lengthsman has completed a maintenance day for PROW but that a date for highways maintenance is still awaited. It was noted that BBLP have not yet completed the verge cut.

8.4. Land by Noticeboard:

Members considered whether the triangular piece of land by Crossways could be an asset to the community, perhaps for a bus stop or shelter to provide some protection for school children.

It was RESOLVED: to make initial enquiries with the landowner.

9. Footpaths:

9.1. PROW Grant Funding:

Members were informed that the grant application submitted to Herefordshire Council has been successful and the full amount of funding requested to replace stiles with gates and install new marker posts and waymarkers along a section of the Herefordshire Trail has been granted. A member of the public volunteered to help support the Footpaths Team.

9.2. Grant Application to Wye Valley National Landscape (WVNL):

Members were informed that funds are available to improve the Wye Valley Walk ahead of the 50th Anniversary next year. WVNL are looking for suggestions for circular routes leading off the Wye Valley Walk and a 'Three Churches Walk' (How Caple, Sollershope, Yatton) was proposed. The Parish Council will continue to survey the route to identify improvements for the grant and seek landowner permission.

It was RESOLVED: to pursue funding and landowner permission to create a new 'Three Churches Walk'.

10. Consultations/Seminars:

10.1. To consider response to Hereford & Worcester Fire and Rescue Service Consultation:

Members noted that the deadline for response had passed.

10.2. To consider response to the National Planning Policy Framework (NPPF) Consultation

It was RESOLVED: that the Planning Working Group would submit a response on behalf of the Parish Council, noting the impact of development on local services and infrastructure.

10.3. To consider attendance at Herefordshire Council's Parish Summit on the 8th October

It was RESOLVED: that the Clerk would attend.

10.4. To consider attendance at the HALC Conference and AGM on 26th October 2024

The date was noted.

11. Clerks Report:

There was nothing further to report.

12. Next Meeting: Tuesday 12th November 2024, 7pm, Brockhampton Village Hall.

13. Agenda Items:

- 13.1. To consider the Draft Budget for 2025/26
- 13.2. To further consider a .gov.uk website domain name

The meeting closed at 8.20pm

Signed: _____ Dated: _____

DRAFT