

# HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on

**Tuesday 12<sup>th</sup> November 2024 at 7pm**

At Brockhampton Village Hall

**Present:** Councillors: John Jackson (Chairman), Hugh Bodington, Ed Rogers and Liz Glover

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

**1. To receive apologies for absence:**

Apologies were received and accepted from Cllrs Brendan Beal and David Reeve-Tucker.

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

Cllr John Jackson declared a pecuniary interest in agenda item 5.1 (Coronation Bench) and Cllr Ed Rogers declared a pecuniary interest in agenda item 8.3.1 (Planning) and a non-pecuniary interest in agenda item 10.1 (Footpaths). The Declarations of Interest book was signed accordingly.

**3. To consider the minutes of the Parish Council Meeting on 10<sup>th</sup> September 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 had been circulated and was taken as read. It was noted that the report is available to download from the Parish Council website.

**4.2. To receive report from PCSO Kirsten Kysow, Safer Neighbourhood Team:**

PCSO Kysow was not present and there was no report.

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

**4.3.1.** The Clerk presented a petition received from two parishioners who were unable to attend the meeting. The petition was in opposition to a repeat of the Hills Ford Closed Road Rally and was passed to Cllr Durkin to take to Herefordshire Council. Cllr Durkin asked that the Clerk scan and email the petition and supporting papers to him.

**5. Community:**

Cllr John Jackson declared a pecuniary interest in the following item (5.1) and did not take part in the discussion.

### **5.1. To consider proposals for a Coronation Bench:**

Members considered a costed proposal to purchase and site a new bench in commemoration of the coronation of King Charles III. It is proposed that the bench is sited in the layby on Rattle Hill Road (near Stone Cottage) and noted that £147 is held in reserves towards the cost of the bench.

**It was RESOLVED:** to accept an offer of a bench from Peter Jackson at a cost of £300, with wood donated from Birchwood Forestry.

**It was RESOLVED:** to purchase a plaque for the bench with the Parish Council name, coronation cypher and date.

### **5.2. To consider dates for Litter Picking:**

Members considered a schedule for litter picking in 2025. It was agreed that February/March worked well this year.

**It was RESOLVED:** to defer further discussion until January.

### **5.3. To consider a further Printed Newsletter:**

Members considered preparing and distributing a second printed newsletter. It was noted that the last newsletter had been delayed and had only recently been delivered.

**It was RESOLVED:** to hold the next newsletter until January 2025.

Members also considered how communication could be improved and considered a suggestion to create a Parish Council Facebook Page. It was noted that there is already a How Caple Facebook Page.

**It was RESOLVED:** to set up a Group Parish Council Community Facebook Page.

## **6. Finance:**

### **6.1. To consider the Financial Report:**

Members received and considered a financial report noting:

- The current bank balances at 31/10/24: Current account: £6,935.00. Reserve account: £9,035.21.
- The VAT reclaim (£1,254.10) and second precept payment (£4,875.00) have been received since the last meeting.
- NatWest Bank have confirmed that the old account has been closed.
- A one-to-one meeting with a funding expert is available via HALC. The Clerk has booked an appointment for 30<sup>th</sup> January 2025.
- Lloyds Bank Correspondence was noted;
  - Business Banking Resolution Service is closing;
  - Treasurer accounts are being changed to a new Community Account and will accrue a monthly charge of £4.25 from January 2025. It was noted that there are no other accounts that comply with Financial Regulations for online banking that would be cheaper.

**It was RESOLVED:** to keep the account with Lloyds Bank.

#### **6.1.1. To approve the Bank Reconciliation:**

A bank reconciliation to 31/10/24 was reviewed and signed.

**6.1.2.To consider transfer of funds to the Reserve Account:**

**It was RESOLVED:** to transfer £3,500 from the Current Account to the Reserve Account.

**6.1.3.To consider a Parish Council Debit Card and Policy:**

Members considered applying for a debit card for the Parish Council current account, and considered a draft policy to clarify the parameters of use. The primary use of the debit card is for regular monthly expenditure currently paid by the Clerk.

**It was RESOLVED:** to approve the use of a debit card for the Parish Council current account

**It was RESOLVED:** to set the single transaction value at £50.00 and approve the draft policy

**6.2. To consider the Draft Budget for 2025/26 for public consultation:**

Members considered the draft budget for 2025/26 and accompanying report prepared by the Finance Working Group. It was noted that the budget will be approved and the precept set at the January meeting.

**It was RESOLVED:** to approve the draft budget for public consultation.

**6.3. Payments:**

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

**6.3.1.**Helen Tinson, Clerk Salary October, in accordance with contract

**6.4. It was RESOLVED:** to approve the following invoices for payment:

**6.4.1.**HMRC, PAYE/NIC September, £78.40

**6.4.2.**HMRC, PAYE/NIC October, £78.40

**6.4.3.**Helen Tinson, Reimbursement of HP Instant Ink Fees (Sept/Oct) £7.98 including VAT

**6.5. It was RESOLVED:** to approve the following invoices for payment before the next meeting:

**6.5.1.**Helen Tinson, Clerk Salary November and December, in accordance with contract

**6.5.2.**HMRC, PAYE/NIC November and December

**7. Website and Email:**

Members considered options for a new .gov.uk domain name and email address and a new website.

**It was RESOLVED:** to approve [www.howcaplegroup-pc.gov.uk](http://www.howcaplegroup-pc.gov.uk) (without the hyphen if possible).

**It was RESOLVED:** to research options and quotes for a new website for consideration at the next meeting.

**8. Planning:**

**8.1. To ratify the following planning response submitted between meetings under delegated powers to Herefordshire Council:**

**8.1.1.242289: Haleswood Buildings, How Caple Farms, How Caple, HR1 4SS.** Proposed building to cover existing livestock yard areas. SUPPORT with comments.

**It was RESOLVED:** to ratify the response submitted.

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

**8.2.1.242546: Grange Cottage, How Caple, HR1 4TF.** Proposed erection of solar array and associated works. Members considered the application, noting that the proposal is supported by NDP Policy ENV-1 (f).

**It was RESOLVED:** to SUPPORT the application.

Cllr Ed Rogers declared a pecuniary interest in the following item (8.3.1) and did not take part in the discussion.

**8.3. To note the following decisions by Herefordshire Council:**

**8.3.1.240913: Land at Foxhalls Farm, Sollershope, HR1 4RN.** Proposed erection of an agricultural workers dwelling, including garage and associated works. Members noted that the application has been approved with conditions.

**9. Highways:**

**9.1. Highways**

**9.1.1.To consider resurfacing and road closure of Rattle Hill Road, U70009 Cross in Hand – 2<sup>nd</sup> and 3<sup>rd</sup> December.**

Members noted the scheduled resurfacing works. It was noted that the U70009 will be closed on 2<sup>nd</sup> and 3<sup>rd</sup> December between 0800 and 1700hrs each day. Other urgent resurfacing works were discussed.

**It was RESOLVED:** to request that the U70009 is resurfaced where necessary but remaining resources are redirected to the C1262 between the U70009/C1262 junction and C1262/B4224 junction.

**9.1.2.To receive an update on the Traffic Regulation Order to reduce the speed limit on the B4224 at Crossways to 40mph:**

Members were informed that, at the request of the West Mercia Police Safer Roads Team, a site meeting has been arranged with the Traffic Management Team (Herefordshire Council), West Mercia Police Safer Roads Team, Ward Councillor and Parish Council Chairman to consider alternative solutions before the TRO application is submitted. The meeting is expected to go ahead week commencing 18<sup>th</sup> November 2024.

**9.1.3.To note the submission and decision of the Local Drainage Fund:**

Members were informed that the application for the Local Drainage Fund had been submitted between meetings (as agreed at the last meeting) and has since been approved in full. The Clerk has returned the signed Agreement to Vary the Lengthsman Agreement to Herefordshire Council.

**9.1.4.To note the B4224 Strategy Group Meeting:**

Members were informed that the B4224 Strategy Group reconvened on 15<sup>th</sup> October and are due to meet again on 27<sup>th</sup> November 2024. The notes from the meeting have not yet been circulated.

## **9.2. Speed Indicator Device (SID):**

### **9.2.1.To consider update on SID Bases:**

Members were informed that the parameters of BBLP's quote had been clarified following the last meeting and an order, at a cost of £2,263.46 plus VAT, has been placed (with BBLP) for the supply and installation of:

- two concrete bases
- two NAL RS89 retention sockets
- two 89mm diameter galvanised posts, 4m length
- appropriate traffic management
- Streetworks licence.

**It was RESOLVED:** to approve payment of the invoice upon receipt

### **9.2.2.To consider an Extended Warranty for the SID:**

Members considered purchasing an extended warranty from Elan City for the first SID purchased in 2022. The cost would be £199 plus VAT per year for three years.

**It was RESOLVED:** not to take out the extended warranty

## **9.3. Lengthsman:**

There was no report.

## **9.4. Land by Noticeboard:**

Members were informed that initial enquiries had been made with the owner of the triangular piece of land by Crossways, but use of the land was not possible.

Cllr Durkin left the meeting.

Cllr Ed Rogers declared a non-pecuniary interest in the following item 10.1) and did not take part in the discussion.

## **10. Footpaths:**

### **10.1. To consider update on PROW Grant Funding:**

Members considered an update on the PROW grant funded work. Land owner permission has been partly received. Amendments to the proposed hardware were discussed.

**It was RESOLVED:** to amend the proposed installations in accordance with land owner stipulations.

### **10.2. To consider a Parish Footpaths Meeting:**

**It was RESOLVED:** to arrange a meeting towards the end of November with the Parish Footpaths Officers and any footpath volunteers. The Clerk is to obtain waymarker discs from Hoople.

## **11. Consultations:**

Members considered the following consultation:

### **11.1. Ministry of Housing, Communities and Local Government: Open Consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings**

**It was RESOLVED:** that the Clerk would submit a response noting technical constraints for smaller councils and that the allowance of remote attendance should be agreed by resolution of full council.

**12. Reports:**

**12.1. To receive Clerk's report:**

Members noted the Wye Valley National Landscape published position statement on Dark Skies and Artificial Light Pollution.

**12.2. To receive report from Parish Council Summit 8th October**

The report had been circulated and was taken as read.

**12.3. To receive report from HALC Conference and AGM 26th October**

The report had been circulated and was taken as read.

**13. Next Meeting:** Tuesday 14<sup>th</sup> January 2025, 7pm, Brockhampton Village Hall.

**Agenda Items:**

**13.1.** To approve the Draft Budget for 2025/26 and set the precept

**13.2.** To consider dates for litter picking

**13.3.** To consider options for a new website

**14. 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**

**It was RESOLVED:** to pass the resolution

**15. To consider the Local Government Services Pay Agreement for 2024/25**

**It was RESOLVED:** to approve the Local Government Services Pay Agreement for 2024/25 and back date it to 1<sup>st</sup> April 2024.

The meeting closed at 8.40pm

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_