

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on

Tuesday 14th January 2025 at 7pm

At Brockhampton Village Hall

Present: Councillors: Hugh Bodington (in the Chair), David Reeve Tucker, Brendan Beal, Ed Rogers and Elizabeth Glover

In attendance: Ward Cllr Barry Durkin; Clerk Helen Tinson; 2 members of the public.

1. To receive apologies for absence:

Apologies were received and accepted from Cllr John Jackson and PCSO Kirsten Kysow. Ward Cllr Barry Durkin sent apologies but arrived at 7.30pm.

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

There were none

3. To consider the minutes of the Parish Council Meeting on 12th November 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 has been circulated and was taken as read. It was noted that the report is available to download from the Parish Council website. Cllr Durkin later talked through his report noting in particular matters around devolution, revised NPPF housing targets and its effect on Herefordshire Council's Local Plan and Parish NDP's.

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

PCSO Kysow was not present and there was no report available for the meeting.

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

There were none. The Chair confirmed he would accept comments from a parishioner during agenda item 8.1.3 (request for depth gauge on B4224).

5. Finance:

5.1. To consider the Financial Report:

Members received and considered a financial report noting:

5.1.1 The current bank balances at 31/12/24: Current account: £3,579.84.00. Reserve account: £9,050.32.

5.1.2 Members were informed that £3,500 had not been transferred to the Reserve account as approved at the last meeting as the payment to Herefordshire Council for the two SID bases (£2,716.15) had been made instead, leaving the current account at an acceptable level.

It was RESOLVED: to agree that no further funds needed to be transferred at this time.

5.1.3 Members considered a number of possible projects for discussion with the funding expert at HALC on 30th January 2025.

It was RESOLVED: to explore funding options for:

5.1.3.1 Two replacement bridges (SH17/18 and SH27)

5.1.3.2 Replacement gates for the Three Churches Walk (pending agreement with landowners)

5.1.3.3 Three noticeboards, map and leaflets for the Three Churches Walk

5.1.3.4 New parish website

5.1.3.5 Possible traffic calming measures at Crossways (pending advice from Herefordshire Council)

5.1.3.6 Neighbourhood Development Plan Review

5.1.4 **To approve the Bank Reconciliation:**

A bank reconciliation to 31/12/24 was reviewed and signed.

5.1.5 **To receive Budget Monitoring Review to Q3 (31.12.24):**

Members considered a report noting the actual income and expenditure vs budgeted income and expenditure to 31.12.24, as appended (Appendix A). There were no questions raised.

5.2. **To approve the Draft Budget for 2025/26 for public consultation:**

Members were informed that no comments had been received following the public consultation period.

It was RESOLVED: to approve the budget for 2025/26 as appended (Appendix B).

It was RESOLVED: to set the precept for 2025/26 at £10,500.

5.3. **To consider applying for funding from the 2024 Hills Ford Stages Rally:**

Members were asked to consider requesting a donation from the 2024 rally.

It was RESOLVED: to request a donation towards B4224 traffic calming measures (installation of Speed Indicator Devices).

5.4. **Payments:**

Members considered the following invoices:

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

5.4.1. Helen Tinson, Clerk Salary January, in accordance with contract

5.4.2. HMRC, PAYE/NIC January, in accordance with contract

5.4.3. Helen Tinson, Reimbursement of HP Instant Ink Fees (Nov/Dec) £7.98 including VAT

5.4.4. Terry Griffiths, Lengthsman (September). Members were informed that an invoice has been requested but not yet received and were asked to consider approving the payment between meetings.

It was RESOLVED: to approve the invoice for payment if the value is within the parameters expected. If not, the invoice is to be deferred to the next meeting.

5.4.5. WyeHost Ltd, website domain renewal, £11.99 including VAT. Although not on the agenda, members were asked to consider this invoice as renewal is due before the next meeting.

It was RESOLVED: to approve payment of the invoice

6. Community:

6.1. To consider dates for Litter Picking:

Members considered a schedule for litter picking in 2025.

It was RESOLVED: to arrange the following schedule:

How Caple: Saturday 8th February at How Caple Church

Sollershope: Saturday 1st March at Sollershope Church

Yatton: Saturday 15th March at TBC, Yatton

6.2. To consider a further Printed Newsletter:

Members considered preparing and distributing a second printed newsletter.

It was RESOLVED: to approve the draft newsletter with the addition (if space allows) of any local events for promotion.

It was RESOLVED: to approve a budget of up to £100 for printing the newsletter. Hand delivery by volunteers with any remaining addresses to be posted.

6.3. To consider information concerning 2025 Hills Ford Stages Rally:

Members were informed that Hills Ford are proposing a further rally in 2025. The proposal is:

- to extend the Much Marcle Stage into Yatton via Barrell Hill;
- to close the U70010 in Sollershope to through traffic to prevent access to Barrell Hill;
- all rally drivers to drive at normal road speeds from the Much Marcle stage (along the A449 and B4224 through How Caple and Fownhope) to the next rally stage in Woolhope.

Members were presented with a map of the proposed route. It is understood that the Parish Council will receive a formal invitation to respond to the Motorsport UK consultation shortly. The consultation remains open for six weeks. Further consultation with Herefordshire Council will follow.

It was RESOLVED: to publicise the proposed event and invite comments from parishioners in order to respond to the consultation.

It was RESOLVED: to include an online survey for responses if possible.

It was RESOLVED: to approve Parish Council response to the consultation between meetings if considered appropriate in order to meet the consultation deadline.

7. Planning:

7.1. To note the following decisions by Herefordshire Council:

7.1.1.242546: Grange Cottage, How Caple, HR1 4TF. Proposed erection of solar array and associated works. Members noted that the application has been approved with conditions.

7.1.2.223581: Sollershope Farm, Sollershope Court, HR1 4RW. Proposed Shepherds Hut for use as holiday let, hot tub, composting toilet and outside walk-in shower and change of use of land to mixed use. Retrospective. Members noted that the application has been refused.

7.1.3.242289: Haleswood Buildings, How Caple Farms, HR1 4SS. Proposed building to cover existing livestock yard areas. Members noted that the application has been approved with conditions.

7.2. To consider other matters related to Planning:

7.2.1. Members noted correspondence concerning the draft Local Plan, NDP status and national housing targets. It was noted that:

- 7.2.1.1. The revised NPPF housing targets sets a higher threshold resulting in Herefordshire Council's previous 5-year housing supply being reduced to 3.09 years.
- 7.2.1.2. Housing Provision within Parish Neighbourhood Development Plans must be in date, ie the NDP must be less than 5 years old, or it will lose weight.
- 7.2.1.3. Herefordshire Council's Draft Local Plan was at Regulation 18 stage and must now be revisited to address the increased housing targets.
- 7.2.1.4. It was suggested that the Parish Council consider reviewing the NDP.

Cllr Durkin reported that proposed devolution in England will also impact housing in Herefordshire. Herefordshire Council are currently seeking clarity from Central Government and will wait for further information before responding.

8. Highways

8.1.1. To receive report from Highways meeting concerning speed on B4224 at Crossways:

Members noted that an online meeting had taken place on the 19th November followed by a site meeting on 3rd December. Representatives from Herefordshire Council Traffic Management Team, Ward Councillor, West Mercia Police Safer Roads Team and the Parish Council attended in response to a request for a Traffic Regulation Order to reduce the speed on the B4224 at this junction. It was reported that a TRO to reduce speed would not be supported at this time but other traffic calming measures were proposed and are currently being costed by Herefordshire Council. It was further reported that this junction is not high on the priority list for Herefordshire Council and any works are likely to require funding by the Parish Council.

8.1.2. To note the date of the next B4224 Strategy Group Meeting:

Members were informed that the next meeting has been scheduled for Tuesday 11th February 2025. Cllr Elizabeth Glover and the Clerk will attend.

8.1.3. To consider Parishioner request to install a depth gauge on the B4224:

Members were asked to consider a request to install a depth gauge on the B4224 to indicate the depth of flood water near Falcon House. It was reported that a river runs underneath the road and when it floods, it is often deeper than perceived and drivers get into considerable difficulty. It was noted that the flood gauge would need to be sited close to the SID. Alternatively, signage to indicate 'Risk of Deep Water' could be considered.

Cllr Durkin undertook an action to consult with the Head of Highways and Traffic and report to

the Clerk, and suggested Council may like to consider joining the Flood Warden Scheme which would empower local volunteers to temporarily close roads in cases of imminent danger whilst waiting for BBLP to attend. Responsibility for A&B road closures remains with BBLP. Cllr Durkin would need to carry out a survey following HC's response to the depth gauge. Cllr Glover reported that she has a video which shows where the direction of the water flows and will forward to the Clerk to retain and to forward to Cllr Durkin.

It was RESOLVED: to approve the concept of a depth gauge and/or warning signage as determined by survey.

It was RESOLVED: to approve the concept of creating a Flood Warden Scheme as determined by survey and further advice.

8.2. Speed Indicator Device (SID):

Members were informed that BBLP do not have an installation date for the bases as yet but the Clerk will continue to follow this up. The second device will be ordered once the bases have been scheduled.

8.3. Lengthsman:

Members were informed that the Lengthsman is currently in the process of assessing site conditions in order to schedule the agreed Local Drainage works. The condition of the U70008 from the bend to Fairview Cottage was raised as a concern noting water egress from the adjacent field.

It was RESOLVED: to consult with the Landowner to investigate whether it is possible to create a ditch at the edge of the field.

9. Footpaths:

9.1. To receive report from Parish Footpaths Meeting:

Members were informed that a Parish Footpaths meeting was held on 13th December. Notes have been circulated and were taken as read. The Footpaths Team, Chairman and Clerk are progressing the installation of gates in conjunction with the grant funding from Herefordshire Council and Wye Valley National Landscape Scheme being progressed by Walkers are Welcome.

A member of the public reported that the wooden finger pointers on wooden signs near his home (SH12/SH13 or BKR13) have been replaced with plastic signs. It does not look good and it was agreed that the Clerk would try and establish who had changed them and why.

Ward Cllr Durkin left the meeting 8.15pm

10. Reports:

10.1. To receive Clerk's report: Members noted:

10.1.1. HP Instant Ink subscription has been paused to use the rollover pages;

10.1.2. HC have extended the deadline for the Local Drainage Fund and PROW funding until June 2025;

10.1.3. Difficulties have been encountered with the Clerk email address when attempting to set up a Parish Council Facebook Page – it was proposed to wait and use the .gov.uk address;

10.1.4. HC have changed their digital car parking provider to JustPark.

10.1.5. Hereford and Worcester Fire and Rescue Service have launched a Community Risk Management Plan consultation

10.1.6. HALC Training Schedule -shared to members

11. Next Meeting: Tuesday 11th March 2025, 7pm, Brockhampton Village Hall.

Agenda Items:

- 11.1. To consider options for a new website
- 11.2. To consider a review of the Neighbourhood Development Plan
- 11.3. To consider update on depth gauge and Flood Warden Scheme
- 11.4. To consider update on SID installations
- 11.5. To consider update on Local Drainage and PROW works

The meeting closed at 8.20pm

Signed: _____ Dated: _____

Appendix A: Budget Monitoring Review Q3

	April	May	June	Q1 Actual	July	August	September	Q2 Actual	October	November	December	Q3 Actual	January	February	March	Year End Actual	Budget	Anticipated End Variance
EXPENDITURE	Actual	Actual	Actual	Actual	Actual	Actual	Actual		Actual	Actual	Actual		Actual	Actual	Actual		yr 31.3.25	
Clerks Salary inc PAYE pd quarterly	£ 902.54	£ 862.74	£ 1,765.28	£ 392.17	£ 392.17	£ 392.17	£ 2,941.79	£ 392.27	£ 392.27	£ 78.40	£ 3,804.73	£ 392.17	£ 392.17	£ 392.17	£ 3,804.73	£ 4,740.00	£ 935.27	
PAYE Admin	£ -	£ 80.54	£ 80.54	£ 68.22	£ -	£ -	£ 148.76		£ -	£ 68.22	£ 216.98	£ 68.22	£ -		£ 216.98	£ 200.00	-£ 16.98	
Clerks Home Allowance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 100.00	£ 100.00	
Clerks mileage	£ -	£ -	£ -		£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 60.00	£ 60.00	
Stationery	£ -	£ 6.64	£ -	£ 6.64	£ 6.64	£ -	£ 3.32	£ 16.60		£ 6.64		£ 23.24	£ 3.32	£ 3.32	£ 3.32	£ 60.00	£ 36.76	
Audit	£ -		£ 100.00	£ 100.00	£ -	£ -	£ -	£ 100.00	£ -	£ -	£ -	£ 100.00	£ -	£ -	£ -	£ 150.00	£ 50.00	
Insurance	£ -		£ 341.49	£ 341.49	£ -	£ -	£ -	£ 341.49	£ -	£ -	£ -	£ 341.49	£ -	£ -	£ -	£ 350.00	£ 8.51	
Subscriptions (HALC)	£ -	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		£ -	£ 425.00	£ 425.00	
ICO	£ -	£ 35.00	£ -	£ 35.00	£ -	£ -	£ -	£ 35.00	£ -	£ -	£ -	£ 35.00	£ -	£ -	£ -	£ 40.00	£ 5.00	
Website/Computer Costs	£ -	£ 50.00	£ -	£ 50.00	£ 75.00	£ -	£ -	£ 125.00	£ -	£ -		£ 125.00	£ -		£ -	£ 300.00	£ 175.00	
Meeting Hall Hire	£ -	£ 120.00	£ -	£ 120.00	£ -	£ -	£ -	£ 120.00	£ -	£ -	£ -	£ 120.00	£ -	£ -	£ -	£ 150.00	£ 30.00	
Training	£ -						£ -	£ -		£ -	£ -				£ -	£ 200.00	£ 200.00	
Lengthsman/P3	£ -	£ 1,500.00	£ -	£ 1,500.00	£ -	£ -	£ 378.00	£ 1,878.00		£ -		£ 1,878.00	£ 440.00	£ -		£ 3,520.00	£ 1,642.00	
Winter Gritting	£ -	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		£ -	
Traffic Calming (SID Expense)	£ -	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ 2,263.46	£ 2,263.46	£ -	£ -	£ 2,500.00	£ 2,263.46	-£ 2,063.46	
Parish event/Community Engagement						£ 70.53	£ 70.53	£ -		£ -	£ 70.53				£ 70.53	£ 550.00	£ 479.47	
S137 Donations	£ -	£ -	£ -		£ 100.00	£ -	£ -	£ 100.00	£ -	£ -	£ -	£ 100.00	£ -	£ -	£ -	£ 500.00	£ 400.00	
Church Donations x 3	£ -	£ -	£ -		£ -	£ -	£ 525.00	£ 525.00	£ -	£ -	£ -	£ 525.00	-	-	-	£ 525.00	£ -	
Contingency	£ -	£ -	£ -		£ -	-	-	£ -	£ -	-	-	£ -	£ -	£ -	-	£ -	£ 400.00	
VAT		£ 327.44	£ -	£ 327.44	£ 29.98	£ -	£ 76.27	£ 433.69	£ 1.34	£ 466.33	£ 901.36	£ 88.67	£ -	£ -	£ 901.36			
TOTAL EXPENDITURE		£ 3,022.16	£ 1,304.23	£ 4,326.39	£ 672.01	£ 392.17	£ 1,445.29	£ 6,835.86	£ 392.27	£ 400.25	£ 2,876.41	£ 10,504.79	£ 992.38	£ 395.49	£ -	£ 10,504.79	£12,470.00	£ 1,965.21
Precept	£ 4,875.00			£ 4,875.00			£ 4,875.00	£ 9,750.00								£ 9,750.00	£ 9,750.00	£ -
VAT Recoverable							£ 1,254.10	£ 1,254.10								£ 1,254.10	£ -	
Lengthsman grant	£ 1,500.00		£ -	£ 1,500.00	£ -				£ -	£ -	£ -	£ -	£ -	£ -		£ 1,500.00	£ 3,654.00	
Donations & Grants	£ 2,700.00			£ 2,700.00									£ -			£ 2,700.00	£ 2,700.00	
Bank Account Interest			£ 1.92	£ 1.92	£ 9.30	£ 8.91	£ 7.66	£ 27.79	£ 7.42	£ 8.17	£ 6.94	£ 50.32				£ 50.32		
TOTAL RECEIPTS	£ 9,075.00	£ -	£ 1.92	£ 9,076.92	£ 9.30	£ 8.91	£ 6,136.76	£ 15,231.89	£ 7.42	£ 8.17	£ 6.94	£ 15,254.42	£ -	£ -	£ -	£ 15,254.42	£14,658.10	£ 17,358.10
Earmarked Reserves:																		
Coronation bench	147																	
SID	2,700																	
TOTAL EARMARKED RESE	2,847																	
Note expenditure includes SID bases which is to be paid from reserves																		

Appendix B: Approved Budget 2025/26

	April	May	June	July	August	September	October	November	December	January	February	March	Expected
EXPENDITURE	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
Clerks Salary inc PAYE	£ 407.00	£ 407.00	£ 410.00	£ 410.00	£ 410.00	£ 410.00	£ 410.00	£ 410.00	£ 410.00	£ 410.00	£ 410.00	£ 410.00	£ 4,914.00
PAYE Admin	£ 90.00			£ 60.00			£ 60.00			£ 60.00			£ 270.00
Clerks Home Allowance	£ 8.33	£ 8.33	£ 8.33	£ 8.33	£ 8.33	£ 8.33	£ 8.33	£ 8.33	£ 8.33	£ 8.33	£ 8.33	£ 8.33	£ 100.00
Clerks mileage	£ -	£ 10.00	£ -	£ 10.00		£ 10.00	£ -	£ 10.00		£ 10.00	£ -	£ 10.00	£ 60.00
Stationery	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 72.00
Audit				£ 150.00									£ 140.00
Insurance	£ 350.00		-										£ 350.00
Subscriptions (HALC)										£ 500.00			£ 500.00
ICO	£ 35.00												£ 35.00
Website/Computer Costs	£ 1,000.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 1,110.00
Meeting Hall Hire	£ -	£ 25.00	£ -	£ 25.00	£ -	£ 25.00	£ -	£ 25.00	£ -	£ 25.00	£ -	£ 25.00	£ 140.00
Training	£ 100.00					£ 100.00							£ 200.00
Lengthsman/P3	£ 440.00		£ 440.00			£ 880.00	£ 440.00		£ 440.00			£ 880.00	£ 3,520.00
Winter Gritting	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Traffic Calming (SID Expenses)	£ 100.00					£ 100.00							£ 200.00
Parish event/Community Engagement		£ 100.00			£ -	£ 250.00	£ 100.00						£ 450.00
S137 Donations	£ 350.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 350.00
Church Donations x 3	£ 525.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	-	-	-	£ 525.00
Contingency		£ -			-	-		-	-		-	-	£ -
VAT													£ -
TOTAL EXPENDITURE	£ 3,411.33	£ 566.33	£ 874.33	£ 679.33	£ 434.33	£1,799.33	£1,034.33	£ 469.33	£ 874.33	£1,029.33	£ 434.33	£1,349.33	£12,936.00
INCOME													
Precept	£ 5,625.00					£5,625.00							£10,500.00
VAT Recoverable													
Lengthsman grant			£ 609.00			£ 609.00			£ 609.00			£ 609.00	£ 2,436.00
Donations & Grants													£ -
TOTAL RECEIPTS	£ 5,625.00	£ -	£ 609.00	£ -	£ -	£6,234.00	£ -	£ -	£ 609.00	£ -	£ -	£ 609.00	£12,936.00
Earmarked Reserves:													
Coronation Raffle Money	£ 147.00												
SID	2,700												
Parish Tax Bases 25/26:													
How Caple, Sollershope & Yatton Gro	161.69												
£10500 divide 161.69 = £64.94 per Band D or equivalent property per year													
£9750 divide 161.76 = £60.27 per Band D or equivalent property per year													
Proposed increase equates to an additional £4.67 per property per year													
£79.03 per Band D or equivalent was the average across Herefordshire in 2024/25													