

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on

Tuesday 11th March 2025 at 7pm

At Brockhampton Village Hall

Present: Councillors: John Jackson (in the Chair), Brendan Beal, Hugh Bodington, Ed Rogers and Elizabeth Glover

In attendance: Ward Cllr Barry Durkin; PCSO Kirsten Kysow; Clerk Helen Tinson; 6 members of the public.

1. To receive apologies for absence:

Apologies were received and accepted from Cllr David Reeve-Tucker. Cllr John Jackson gave apologies for a necessary early departure from the meeting.

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

Cllr Ed Rogers declared a non-pecuniary interest in agenda item 7.1.1 (Planning: note decision P250624)

3. To consider the minutes of the Parish Council Meeting on 14th January 2025:

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. Cllr Durkin noted in particular matters around HC's 25/26 budget, Avian Flu, devolution, the return of Crown Court to Hereford, a new youth employment hub, available community grants and a highways update.

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

PCSO Kysow presented a brief report noting:

4.2.1 Poaching remains a priority for the team;

4.2.2 There has been a spike in burglaries around the Woolhope/Much Marcle area;

4.2.3 The Safer Neighbourhood Team are responding to a rise in opportunistic rural crime by conducting property marking sessions. It was noted that Smartwater is available to parishioners free of charge.

There were no questions and PCSO Kirsten Kysow left the meeting at 7.13pm

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

Members of the public raised matters relating to the Hills Ford Closed Road Rally proposed for September 2025. Overall, members of the public agreed there was some economic benefit for the

local area and there were no objections to the principle of the rally. However, a strong objection was raised to the proposed date as it clashes with the second weekend of H.Art and will significantly impact a number of local craftspeople, as it had last year.

The Chairman varied the order of the agenda and brought forward agenda item 6: Hills Ford Stages Rally.

5. Hills Ford Stages Rally:

5.1. To consider feedback to the Motorsport UK consultation for the 2025 Hills Ford Stages Rally.

Members considered the views raised by members of the public and agreed that any economic benefit brought to the county by the rally would be remediated by competing with the final weekend of H.Art. It was noted that a similar route to last year has been proposed and therefore the same venues will be affected. It was further noted that communication last year was inconsistent with many residents receiving intermittent or no information in advance, and improvements to advance notice signage was suggested. Cllr Durkin reported that the next phase of consultation is with Herefordshire Council seeking permission to close the roads and he asked parishioners to submit written consultations to him, either to support or object to the rally, which will enable him to make an informed decision based on the views of local residents.

It was RESOLVED: to respond to Motorsport UK and submit feedback raising concerns about the proposed date and subsequent clash with H.Art, and to request improved communication with parishioners.

5.2. To consider applying for a donation from the 2025 Hills Ford Stages Rally:

Members considered applying for a donation from the 2025 Hills Ford Stage Rally. It was noted that any donation, if granted, would need to benefit Yatton Parish.

It was RESOLVED: to request a donation towards Yatton Church.

1 member of the public left the meeting.

6. Finance:

6.1. To consider the Financial Report:

Members received and considered a financial report, as appended (Appendix A) and noting the current bank balances at 28/2/25: Current account: £1,195.80. Reserve account: £9,072.90.

6.1.1 To approve the Bank Reconciliation:

A bank reconciliation to 28/2/25 was reviewed and signed.

6.1.2 To consider arrangements for Internal Control:

Members considered a report noting the current procedures to manage internal financial control. Three actions to improve the existing procedures were proposed and agreed.

It was RESOLVED: to approve the current process with the inclusion of the three additional actions.

6.1.3 To consider subscription to HALC/NALC for 2025/26:

Members considered renewing the annual subscription to HALC (Herefordshire Association of Local Councils) and NALC (National Association of Local Councils) at a cost of £558.80 including VAT.

It was RESOLVED: to renew the subscription.

6.1.4 To consider appointing an Internal Auditor for the 2024/25 Accounts:

It was RESOLVED: to approach Mr. P. Partridge in the first instance and then HALC in the second instance. Costs will be reported to the next meeting.

6.2. Payments: To ratify the following payments made between meetings:

It was RESOLVED: to ratify the following payments:

6.2.1.WyeHost Ltd, Domain Name Renewal, £11.99 including VAT

6.2.2.Helen Tinson, Clerk Salary February, in accordance with contract

6.2.3.HMRC, PAYE/NIC February, in accordance with contract

6.2.4.Terry Griffiths Contracts, Lengthsman Inv TGC2882, £559.20 including VAT

6.2.5.Terry Griffiths Contracts, Lengthsman Inv TGC2888, £559.20 including VAT

6.3. Payments: To consider any invoices due for payment:

The Clerk clarified the query on invoice TGC2883 raised at the last meeting.

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

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

6.3.2.HMRC, PAYE/NIC March, in accordance with contract

6.3.3.Helen Tinson, Expenses HP Instant Ink Fees (Jan/Feb) £3.99 including VAT

6.3.4.Helen Tinson, Expenses Postage, £2.80

6.3.5.Terry Griffiths Contracts, Lengthsman Inv TGC2883, £420.00 including VAT

6.3.6.Terry Griffiths Contracts, Lengthsman Inv TGC3137, £559.20 including VAT

6.3.7.Terry Griffiths Contracts, Lengthsman Inv TGC3131, £559.20 including VAT

6.3.8.PIP Printing, Spring Newsletter, £75.88

Cllr John Jackson and two further members of the public left the meeting.

Cllr Brendan Beal took the Chair for the remainder of the meeting.

The meeting was informed that Cllr Beal will be resigning at the end of the month as he is relocating away from Herefordshire. Members wished to minute their thanks to Cllr Beal for his contribution as a Parish Councillor.

7. Planning:

7.1. To note the following decisions to be made by Herefordshire Council and any decisions made by Herefordshire Council:

7.1.1.P250624/PA7: Foxhalls, Sollershope HR1 4RN. Application for prior notification for an L-shaped wrap around extension from existing livestock housing to cover feeding and loafing area and manure pit in order to reduce the risk of pollution caused by clean rainwater mixing with slurry

and silage effluent. Comments not being accepted. This application has been decided: Prior Approval is required.

7.1.2.250629: Rose Tree Cottage, Perrystone Hill. Application for approval of details reserved by conditions 5 & 6 attached to planning permission 240082. Comments not being accepted.

7.2. To consider other matters related to Planning:

7.2.1.To consider response to Woolhope Regulation 16 submission Neighbourhood Development Plan Consultation:

Members considered the consultation and noted that it did not impact any of the three parishes.

It was RESOLVED: not to respond to the consultation.

7.2.2.To consider submitting a S106 Wishlist to Herefordshire Council:

Members were asked to begin considering a 'S106 Wishlist' in anticipation of housing applications submitted in response to increased housing targets. It was noted that items need to be specific.

It was RESOLVED: to consider further at the next meeting.

8. Highways

8.1. Highways:

8.1.1.To receive report and agree action as required:

Members were informed that a response is still awaited from Herefordshire Council in connection with traffic calming options at Crossways. A parishioner has reported significant defects on the C1298 to Cllr Durkin. The B4224 is to receive some resurfacing works, to be carried out by Tarmac, and understood to be between Wilmot House and Little Owl Farm. A map and schedule of works has been requested and will be shared once received.

8.1.2.To consider the frequency of verge cutting for 2025:

Members considered the frequency of verge cutting required for the forthcoming year noting that two cuts were requested last year (end May and end August). Cllr Durkin urged members to consider any verges that could be planted with wild flowers and confirmed that safety cuts will be carried out as deemed necessary.

It was RESOLVED: to request one cut in late summer for 2025/26.

8.1.3.To note response to depth gauge enquiry and agree next steps:

Members were informed that the request for a depth gauge on the B4224 has been submitted to Herefordshire Council and referred to officers to assess the appropriateness of a gauge from a flood perspective. A response is still awaited.

8.2. Speed Indicator Device (SID):

8.2.1.To receive an update on the installation of SID bases:

Members were informed that a date for the installation of the two bases is still awaited.

Herefordshire Council have advised that a Service Order has been raised and, once approved, BBLP will be instructed to programme and undertake the works. The Clerk continues to request further updates.

8.2.2. To consider revised quotation for the purchase of the second SID:

Members considered a revised quotation to purchase the second SID in anticipation of the base installation. It was noted that the original quotation was dated January 2024 and has since increased by £89.99 to £2,807.99 including VAT.

It was RESOLVED: to accept the revised quotation and proceed to order the second SID.

8.3. Lengthsman: To receive update and agree action if required:

Members were informed that the March maintenance days have been completed with the exception of a further half day required for Sollershope; and that the Local Drainage Grant has been extended to 30th June 2025.

It was RESOLVED: to approve payment of invoices TGC3131 and TGC3137.

9. Footpaths:

9.1. To receive report and agree action as required:

Members were informed that Walkers are Welcome have scheduled the replacement of three stiles on the Herefordshire Trail between Cherry Orchard and Foxhall Lane which, together with the HC PROW funded gates, will create a 4-mile stretch of the Three Churches Walk that will be stile free (from Chapel Farm to Sollershope).

9.2. To consider costs for the HC funded PROW gate installations:

Members were asked to approve installation costs for the gates funded by the HC PROW fund. Terry Griffiths Contracts has quoted £250.00 per gate. A second contractor had been approached but has not tendered a quotation. It was noted that the PROW Grant has also been extended to 30th June 2025.

It was RESOLVED: to accept the quote from TGC at £250 per gate and to proceed to order the gates.

10. Next Meetings:

10.1. To note the date of the next meeting – Annual Meeting of the Parish Council – and propose agenda items: Tuesday 13th May 2025, 7pm, Brockhampton Village Hall.

Agenda Items:

- 10.1.1. To consider options for a new website
- 10.1.2. To consider update on depth gauge and Flood Warden Scheme
- 10.1.3. To consider update on SID installations
- 10.1.4. To consider update on Local Drainage and PROW works
- 10.1.5. To consider markers with W3W reference on Public Rights of Way
- 10.1.6. To consider S106 Wishlist

10.2. To consider the date of the Annual Parish Meeting:

It was RESOLVED: to hold the Annual Parish Meeting ahead of the Annual Meeting of the Parish Council on Tuesday 13th May 2025. Time to be confirmed.

10.3. To consider attendance at the Herefordshire Council Parish Summit on Tuesday 8th April:

Members noted the date and agreed to notify the Clerk if they are able to attend.

The meeting closed at 8.14pm

Signed: _____ Dated: _____

DRAFT

Appendix A: Finance Report

REPORT FOR COUNCIL MEETING: 11th March 2025

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 5.1: Financial Report

Bank Balance @ 28 February 2025:

Lloyds Current:	£1,195.80
Lloyds Reserve:	£9,072.90 (at 10/3/25)
Total Funds:	£10,268.70 (less invoices to be approved 11.3.25)

Bank Reconciliation:

A bank reconciliation has been carried out at 28/2/25 and will be passed to a non-bank signatory to verify at the meeting, as per Financial Regulations.

Payments Received:

£300 donation has been agreed but not yet received from Hills Ford Stages Rally towards SID bases.
Reserve account interest received from 5/6/24 (account opened) until 10/2/25 is £65.95

Grant Funding One-to-One Meeting –

The meeting at HALC with Dave Tristram (ex HC funding Officer) for parishes seeking support with grant applications went well. Dave suggested we combine our wish list into one application and apply for a heritage grant to cover:

Replacement bridges x 2 – one on SH17/SH18 (SH church) and one on SH27

Replacement gates for the Three Churches Walk – four are being replaced via Walkers are Welcome but, pending agreement from landowners, it would be great if the whole route could be stile-free. We can also look at any further gates on the Herefordshire Trail, if there are any (some have been agreed via the HC PROW funding)

Three noticeboards outside each Church to pin a map (and possibly leaflets) of the Three Churches Walk (plus the map and leaflets)

New website (ostensibly to promote the walk but to be used as the main PC site – it is ok to use a .gov.uk domain for this)

New composting toilet at Sollershope Church

Community launch event

He did not feel that any funding would be available for traffic calming measures at Crossways.

Bank Communication:

The Debit Card has been received and signed.

Interest rates are reducing from 15th April 2025 from 1% to 0.80%

Information Commissioners Office:

Data Protection Fees for 2025/26 will be taken by DD on or before the 6th April 2025. Fees have increased to £52.00 per year with an annual reduction of £5.00 for paying by DD.