

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

Held on

Tuesday 13th May 2025 at 7pm

At Brockhampton Village Hall

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

In attendance: Clerk: Helen Tinson, Ward Cllr Barry Durkin. 1 member of the public.

1. Election of Chairman:

Cllr John Jackson was proposed and seconded for the office of Chair.

It was RESOLVED: to elect Cllr John Jackson as Chairman of How Caple, Sollers Hope and Yatton Group Parish Council for 2025/2026. Cllr Jackson signed his Declaration of Acceptance of Office.

2. To receive apologies for absence:

Apologies were received and accepted from Cllr Hugh Bodington and PCSO Kirsten Kysow.

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

Cllr John Jackson declared a pecuniary interest in agenda item 12.1.1 Birchwood Management Plan Consultation.

Council members were asked to review their Register of Interests and update them if necessary.

4. Election of Vice Chairman:

Cllr Hugh Bodington was proposed and seconded for the office of Vice Chair.

It was RESOLVED: to elect Cllr Hugh Bodington as Vice Chairman of How Caple, Sollers Hope and Yatton Group Parish Council for 2025/2026.

5. To co-opt a new Councillor:

Members were informed that a parishioner would like to join the Parish Council but were unexpectedly unable to attend the meeting this evening.

It was RESOLVED: to defer co-option until the next meeting.

6. To consider the minutes of the Parish Council Meeting on 11th March 2025:

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

7. Public Participation:

7.1. 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 on the Parish Council website. The following matters were noted:

- The recent passing of Cllr Phil Cutter, Ward Councillor and Ross Town Councillor;
- The contract for the construction of the Transport Hub has been awarded;

7.2. To receive report from PCSO Kirsten Kysow:

PCSO Kysow was not present and there was no report.

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

No matters were reported.

At the request of the Ward Councillor, the Highways agenda item to consider the consultation on Hills Ford Closed Road Rally was brought forward:

13. Highways

13.3.2 To consider Herefordshire Council consultation on Hills Ford Closed Road Rally:

Members were advised that Herefordshire Council are now consulting on the proposed closed road rally scheduled for 13th and 14th September 2025. It was reported that Motorsport UK have approved the rally and that the organisers have communicated with the organisers and exhibiting artists of H.Art and arrangements put in place to allay concerns. Cllr Durkin informed councillors that he has contacted all affected Parish Councils, Natural England and Wye Valley National Landscapes. He requested that the Parish Council approach all affected parishioners and seek feedback, either to support or oppose the rally. Herefordshire Council will launch a social media campaign at the end of this week. It was reported that the decision will be based on public feedback; parishioners with a view either in support or against the rally should respond accordingly. It was noted that the Parish Council have been requesting feedback for some time and that the consultation and request for feedback was included within the printed newsletter hand-delivered to each property in the three parishes. A member of the public noted that a main concern for parishioners last year was rudeness of marshalls during the event. **It was RESOLVED:** to wait for the social media campaign and send out a final emailed newsletter requesting feedback.

Cllr David Reeve Tucker gave his apologies and left the meeting at 7.16pm.

Cllr Barry Durkin and the member of public left the meeting at 7.22pm.

13.3.1 To consider works to be reported to Herefordshire Council:

There were none raised.

The Chairman returned to the order of the agenda.

8. Finance:

8.1. Financial Report:

Members received and considered a financial report including the 24/25 year-end budget monitoring report, as appended (Appendix A). The report was taken as read and no questions were raised.

It was RESOLVED: to approve the report. Cllr Ed Rogers checked and signed the Bank Reconciliation.

8.2. Asset Register:

Members were informed that the Asset Register has been updated since last year to reflect in-year purchases and disposals (none). It was noted that the total value of assets is £8,397.67.

It was RESOLVED: to approve the Asset Register at 31.3.25. The Chairman undertook an action to assess the grit bins in Yatton as it had been reported that some needed attention.

8.3. Annual Governance and Accounting Return 2024/25:

8.3.1.Internal Audit Report: Members received and noted the Internal Audit Report for 2024/25.

8.3.2.Annual Governance Statement: Members considered each assertion on the Annual Governance Statement for 2024/25.

It was RESOLVED: to approve the Annual Governance Statement for 2024/25

8.3.3.Annual Accounting Statement: Members received and noted the Annual Accounting Statement for 2024/25. There were no queries raised.

It was RESOLVED: to approve the Annual Accounting Statement for 2024/25

8.3.4.Certificate of Exemption: Members agreed that the accounts meet the qualifying criteria for exemption.

It was RESOLVED: to submit a Certificate of Exemption for the External Audit 2024/25

8.3.5.Period for the Exercise of Public Rights: Members considered dates of the Period for the Exercise of Public Rights in line with the external audit requirements.

It was RESOLVED: to set the dates from Tuesday 3rd June to Monday 14th July 2025.

8.4. Banking Mandate:

Members reviewed the bank signatories on the Lloyds Bank account.

It was RESOLVED: to remove Cllr Brendan Beal and add Cllr Ed Rogers. Authorised signatories for 2025/26 would therefore be: Cllrs John Jackson, Elizabeth Glover, Hugh Bodington and Ed Rogers.

8.5. Insurance:

Members were informed that the three-year undertaking agreed last year cannot be continued as the insurer (Aviva) no longer offers the Parish Council scheme. The broker (Clear Councils) has proposed renewal with Ecclesiastical Insurance Office Plc at a cost of £441.88.

It was RESOLVED: to accept policy terms with Ecclesiastical Insurance Office Plc at an annual cost of £441.88.

8.6. HP Instant Ink Fees:

Members were asked to agree the increased monthly cost of HP Instant Ink subscription from £3.99 inc. VAT per month to £4.49 inc. VAT per month.

It was RESOLVED: to agree the increase and continue the subscription.

8.7. Payments:

Members were asked to ratify the following payments made between meetings:

- 8.7.1. Autela Payroll Services (Dec, Jan, Feb, March plus EoY), £102.33 inc £17.05 VAT
- 8.7.2. Elan City, Speed Indicator Device, £2,807.99 inc £468.00 VAT
- 8.7.3. Walford Timber, Gates and posts, £1395.75 plus £279.15 VAT (to be reclaimed from PROW grant)
- 8.7.4. McVeigh Parker, Gates, £749.21 plus £149.84 VAT (to be reclaimed from PROW grant)
- 8.7.5. Helen Tinson, Clerk Salary (April), in accordance with contract
- 8.7.6. HMRC, PAYE April, in accordance with contract

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

8.8. Payments:

Members were asked to consider the following invoices for payment:

- 8.8.1. Phil Partridge, Internal Audit 2025/26 £100.00
- 8.8.2. Brockhampton Village Hall, 6 x 2025/26 Meetings, Value TBC
- 8.8.3. Helen Tinson, Clerk Salary (May), in accordance with contract
- 8.8.4. HMRC, PAYE May, in accordance with contract

It was RESOLVED: to approve the invoices for payment.

8.9. ICO Fees:

Members noted the direct debit payment to the Information Commissioners Office (ICO) of £47.00.

9. Working Groups:

Members considered representation on a number of working groups. It was noted that working groups carry out preparatory work but all decisions are made by full council.

9.1. Finance:

It was RESOLVED: that Cllrs John Jackson (Chair), Elizabeth Glover and Hugh Bodington together with the Clerk/RFO would form the Finance Working Group. The quorum for this group is 3.

9.2. Highways and Footpaths:

It was RESOLVED: that Cllrs Elizabeth Glover (Chair), John Jackson and Ed Rogers would form the Highways and Footpaths Working Group. The quorum for this group is 2.

9.3. Planning:

It was RESOLVED: that Cllrs Hugh Bodington (Chair), John Jackson and Ed Rogers would form the Planning Working Group. The quorum for this group is 3.

9.4. Employment:

It was RESOLVED: that the Chair and Vice Chair would form the Employment Working Group. The quorum for this group is 2.

10. Policies and Procedures:

Members considered the following policies and procedures:

10.1. Code of Conduct:

It was RESOLVED: to renew the current Code of Conduct.

10.2. Financial Regulations:

It was RESOLVED: to adopt the draft Financial Regulations, incorporating amendments to 5.4, 5.7 and 5.11 to comply with new procurement legislation.

10.3. Reserves Policy:

It was RESOLVED: to adopt the draft Reserves Policy, with an annual renewal date.

10.4. Risk Register:

It was RESOLVED: to defer consideration of the Risk Register to the next meeting.

10.5. Parish Plan:

Members noted the existing plan was adopted last year for the current term, 2023-2027.

It was RESOLVED: to publicise the weblink to the Parish Plan.

11. Meeting Dates:

Members considered the regular meeting dates for 2025/26.

It was RESOLVED: to set the meeting dates for the second Tuesday in January, March, May, July, September and November, at 7pm at Brockhampton Village Hall.

12. Planning:

12.1. To consider other matters related to Planning:

Cllr John Jackson did not take part in the following discussion in accordance with his declaration of interest.

12.1.1. To note the Birchwood Management Plan Consultation:

Members noted that the consultation had been shared with members via email (excluding Cllr John Jackson) as the closing date was before the meeting. Members raised no objections either via email or during the meeting and were pleased to offer their support.

The Clerk was asked to inform the agent accordingly.

13. Lengthsman, Highways and Footpaths:

13.1. Lengthsman:

13.1.1. To appoint a Lengthsman for 2025/26:

It was RESOLVED: to appoint Terry Griffiths Contracts

13.1.2. Herefordshire Council Lengthsman Scheme Contract 2025/26:

It was RESOLVED: to sign the contract with Herefordshire Council for 2025/26.

13.1.3. Annual Maintenance Plan 2025/26:

It was RESOLVED: to approve the Annual Maintenance Plan for 2025/26.

13.1.4. Local Drainage Projects:

Members were informed that the local drainage grant will be available again for the forthcoming year and were asked to consider possible projects in readiness for the application process.

13.2. Speed Indicator Devices (SID):

Members were informed that installation dates for the bases and posts are still awaited from BBLP, despite multiple attempts to chase a response. Both devices have been received and awaiting installation.

It was RESOLVED: to raise a complaint with James Fishlock, new Contract Director for BBLP and seek installation dates, and to contact Jonathan Lester, Leader of Herefordshire Council if a response is not received within 3 weeks.

13.3. Highways:

13.3.1. Works to be reported to Herefordshire Council:

This item was covered earlier in the meeting.

13.3.2. Hills Ford Closed Road Rally:

This item was covered earlier in the meeting.

13.4. Footpaths:

13.4.1. Parish Footpaths Officers:

Members were asked to ratify the appointment of three Parish Footpaths Officers. It was noted that regular communication was only received by one PFO. It was reported that the Clerk had attended a training session provided by Herefordshire Council for PFO's and Clerks and obtained two bags for How Caple and Sollershope containing hand tools and a first aid kit. These were given to the Chairman for local collection. The PFO for Yatton had attended a subsequent session and received the bag for Yatton Parish.

It was RESOLVED: that the Clerk would contact the three PFO's appointed last year and confirm they wish to continue.

13.4.2. Report and PROW Defects:

It was noted that the gates under the 24/25 PROW funded scheme are being manufactured and will be installed by the Lengthsman before the end of June. It was noted that the landowner will install the Bristol 2 in 1 gate on YT11.

13.4.3. PROW Funding 2025/26:

Members were informed that the PROW funding will be available again for the forthcoming year. The Chairman and the Clerk have assessed the route from the Falcon to How Caple Church in readiness for the application.

It was RESOLVED: that the Clerk will put a proposal together when applications are invited.

14. Website:

Members were informed that all Parish Councils will be required to have a .gov.uk domain before the end of the current financial year and accordingly the Clerk has been seeking quotations. The proposal from Eyelid Productions was discussed, with a further quote awaited. It was noted that the budget allowed for a new website within the 25/26 budget was £1,000.

It was RESOLVED: to agree a quotation within budget via email between meetings.

It was RESOLVED: to add the following pages: Information page; News/Blog Posts; Footpaths and Maps

15. Clerks Report: There was nothing further to report.

16. Next Meeting: Tuesday 8th July 2025, 7pm, Brockhampton Village Hall.

17. Agenda Items:

17.1. Consider S106 wishlist

The meeting closed at 8.05pm

Signed: _____ Dated: _____

Appendix A: Financial Report:

REPORT FOR COUNCIL MEETING: 13th May 2025

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 8.1: Financial Report

Bank Balance @ 30 April 2025:

Lloyds Current: £6,435.75

Lloyds Reserve: £3,079.21 (at 10/4/25)

Total Funds: £9,514.96 (less invoices to be approved 13.5.25)

Bank Reconciliation:

A bank reconciliation has been carried out at 30/4/25 and will be passed to a non-bank signatory to verify at the meeting, as per Financial Regulations.

Payments Received:

£300 donation has been received from Hills Ford Stages Rally towards SID bases.

£2214.00 received from Herefordshire Council re 24/25 Lengthsman Grant.

£1433.00 submitted for reimbursement for the balance of the 24/25 Lengthsman Grant.

2024/25 Year End Final Position Report and Budget Monitoring:

Final bank position at 31/3/25 was £7985.77.

Total income was £15,577.00

Total Expenditure was £15,471.76

Salary budget showed overspent at year end because of the way salaries were paid and accounted in the 23/24 tax year. The final year end figure included March 2024 salary and the Q4 PAYE payment from 23/24 and the full year payments (both salaries and PAYE) for 24/25. Salary payments are now made at the correct time and not held for approval at the following PC meeting.

The VAT Reclaim received within the year was £1,254.10 which related to 23/24 transactions. £1,440.63 will be reclaimed within 25/26 for the 24/25 transactions.

Income figures also included the second SID grant funding – which has been spent in the 25/26 year; and the 23/24 Lengthsman funding (though the expenditure invoices also fell within 24/25).

£2263.00 plus VAT was paid for the two SID bases and posts. A donation of £300 has been received from Hills Ford and £360 can be allocated from the OPCC grant leaving a total paid from the precept of £1,603.00.

Budget Monitoring Report at 31/3/25 has been inspected by the Internal Auditor and shared at the meeting (13/5/25).