

**HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL**  
Councillors are summoned to attend a meeting of the Parish Council  
on  
**Tuesday 13th May 2025 at 7pm**

At Brockhampton Village Hall

Members of the Public and Press are cordially invited to attend

**AGENDA**

- 1. To elect the Chairman of the Council for 2025/26 and receive Declaration of Acceptance of Office**
- 2. To receive apologies for absence**
- 3. To receive declarations of interest and written dispensation requests and to remind all Members to check their Register of Interests and update if necessary**
- 4. To elect the Vice Chairman of the Council for 2025/26**
- 5. To co-opt a new councillor and receive their Declaration of Acceptance of Office**
- 6. To consider the minutes of the Parish Council meeting held on the 11<sup>th</sup> March 2025**
- 7. Public Participation:**
  - 7.1. To receive report from the Ward Councillor
  - 7.2. To receive report from PCSO Kirsten Kysow, Safer Neighbourhood Team
  - 7.3. To receive representations from the Public
- 8. Finance:**
  - 8.1. To receive financial report for year ending 31 March 2025
  - 8.2. To review the Asset Register for 2025/26
  - 8.3. To consider the Annual Governance and Accounting Return for 2025/26:
    - 8.3.1. To receive and note the Annual Internal Audit Report
    - 8.3.2. To consider, approve and sign the Annual Governance Statement
    - 8.3.3. To consider, approve and sign the Accounting Statement
    - 8.3.4. To consider and approve the Certificate of Exemption
    - 8.3.5. To set the dates of the Period for the Exercise of Public Rights
  - 8.4. To review bank signatories for 25/26
  - 8.5. To consider and approve insurance provision for 2025/2026
  - 8.6. To agree the increase in HP Instant Ink fees to £4.49 inc VAT per month
  - 8.7. 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
  - 8.8. To consider any invoices due 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
- 8.9. To note the direct debit payment for the annual ICO Fees, £47.00

**9. Working Groups:**

- 9.1. To consider and appoint members to Working Groups:
  - 9.1.1. Finance
  - 9.1.2. Highways and Footpaths
  - 9.1.3. Planning
  - 9.1.4. Employment

**10. Policies and Procedures:** To review the following policies:

- 10.1. Code of Conduct
- 10.2. Financial Regulations
- 10.3. Reserves Policy
- 10.4. Risk Register
- 10.5. Asset Register
- 10.6. Parish Plan

**11. Meeting Dates:** To consider and approve the meeting dates for 2025/26

**12. Planning:**

- 12.1. **Other matters related to Planning:**
  - 12.1.1. **To note the Birchwood Management Plan Consultation**

**13. Lengthsman, SIDs, Highways and Footpaths:**

- 13.1. **Lengthsman:**
  - 13.1.1. To appoint a Lengthsman for 2025/26
  - 13.1.2. To sign the Herefordshire Council Lengthsman Scheme contract for 2025/26
  - 13.1.3. To consider the Annual Maintenance Plan for 2025/26
  - 13.1.4. To consider drainage projects for the 2025/26 Local Drainage Fund
- 13.2. **SIDs:**
  - 13.2.1. To consider an update on the installation of two SID bases and posts
- 13.3. **Highways:**
  - 13.3.1. To consider works to be reported to Herefordshire Council
  - 13.3.2. To consider Herefordshire Council consultation on Hills Ford Closed Road Rally (if applicable)
- 13.4. **Footpaths:**
  - 13.4.1. To ratify the appointment of Parish Footpath Officers
  - 13.4.2. To receive report and agree works as required
  - 13.4.3. To consider projects for the PROW funding for 2025/26

**14. Website:** To further consider the .gov.uk domain and agree action

**15. Clerk's Report:** To receive the Clerk's report

**16. Next Meeting:** To note the date of the next meeting 8<sup>th</sup> July 2025, and propose agenda items