

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on

Tuesday 8th July 2025 at 7pm

At Brockhampton Village Hall

Present: Councillors: John Jackson (Chairman), Hugh Bodington, Elizabeth Glover, Ed Rogers and Fiona Fyshe following her co-option

In attendance: Clerk: Helen Tinson, PCSO Kirsten Kysow, 0 members of the public.

1. To receive apologies for absence:

Apologies were received and accepted from Cllr David Reeve Tucker and Ward Cllr Barry Durkin.

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

There were none.

3. To co-opt a new Councillor:

It was RESOLVED: to co-opt Fiona Fyshe onto the Parish Council. Cllr Fyshe signed her Acceptance of Declaration of Office form and was advised to complete and return her Register of Interests within 28 days.

4. Minutes:

4.1. To consider the minutes of the Annual Meeting of the Parish Council on 14th May 2025:

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

4.2. To consider any matters arising from the Annual Parish Meeting held on 14th May 2025:

A request to replace a rickety stile with a gate on SH8 towards C1298 had been received.

It was RESOLVED: that the Clerk would request a gate.

5. Public Participation:

5.1. To receive report from the Ward Councillor:

Cllr Durkin was not present but had submitted a written report which was taken as read. It was noted that the report is available on the Parish Council website.

5.2. To receive report from PCSO Kirsten Kysow:

PCSO Kysow presented a brief report noting:

5.2.1. Police attended a road traffic accident by Little Owl Farm. The vehicle had been damaged by a pothole but there were no injuries and the breathaliser test was negative.

5.2.2. Windows have been broken on a shed in Brockhampton – nothing was taken.

5.2.3. There is a focus on Hot Spots Policing – reducing crime by increasing police visibility – currently active in Ross Town. It was confirmed that there has not been an increase in antisocial behaviour in Ross. PC was misquoted.

5.2.4. A joint operation with Herefordshire Council Trading Standards has shut down an operation in illegal tobacco sales.

5.2.5. The Ross Policing Team have increased to two Safer Neighbourhood Officers, three PCSO's and two Town PC's.

The Chairman thanked PCSO Kysow who left the meeting at 7.15pm.

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

There were none.

6. Finance:

6.1. Financial Report:

Members received and considered a financial report, as appended (Appendix A). The report was taken as read and no questions were raised.

It was RESOLVED: to approve the report. Cllr Fiona Fyshe checked and signed the Bank Reconciliation.

6.2. Payments:

Members were asked to ratify the following payments made between meetings. There were no payments made but it was noted that the invoice for the 25/26 meeting room hire had been received after the May meeting and totalled £120.00.

It was RESOLVED: to ratify the payment.

6.3. Payments:

Members were asked to consider the following invoices for payment:

6.3.1. Helen Tinson, Clerk Salary (June), in accordance with contract

6.3.2. HMRC, PAYE June, in accordance with contract

6.3.3. WyeHost Ltd, Annual web hosting, £75 plus £15 VAT

6.3.4. Terry Griffiths Contracts, TGC3379 Local Drainage Work, £900.00 plus £180.00 VAT

6.3.5. Terry Griffiths Contracts, TGC3380 Local Drainage Work, £500.00 plus £100.00 VAT

6.3.6. Terry Griffiths Contracts, TGC3381 Local Drainage Work, £800.00 plus £160.00 VAT

6.3.7. Terry Griffiths Contracts, TGC3388 Local Drainage Work, £200.00 plus £40.00 VAT

6.3.8. Terry Griffiths Contracts, TGC3389 Local Drainage Work, £200.00 plus £40.00 VAT

6.3.9. Terry Griffiths Contracts, TGC3390 Local Drainage Work, £600.00 plus £120.00 VAT

6.3.10. Terry Griffiths Contracts, TGC3391 Local Drainage Work, £400.00 plus £80.00 VAT

6.3.11. Terry Griffiths Contracts, TGC3392 Local Drainage Work, £1,200.00 plus £240.00 VAT

6.3.12. Terry Griffiths Contracts, TGC3393 Local Drainage Work, £900.00 plus £180.00 VAT

It was RESOLVED: to delay the payment to WyeHost pending confirmation of a transition to a .gov.uk site and extend the current hosting only if the .gov.uk site cannot be completed before the due date.

It was RESOLVED: to request a site meeting with the Lengthsman to clarify queries raised before the invoices are settled.

It was RESOLVED: to approve the invoices for payment in accordance with the above resolutions.

7. Planning:

7.1. To consider planning applications for determination by Herefordshire Council

7.1.1.251427: Yew Tree Cottage, How Caple, HR1 4TA. Replacement of an old garage (recently dismantled) with a new building.

Members considered the application and raised no objections.

It was RESOLVED: to SUPPORT the application.

7.2. To consider other matters related to Planning:

7.2.1. To note correspondence concerning the withdrawal of government funding for NDP's.

It was noted.

8. Lengthsman, SID's, Highways and Footpaths:

8.1. Lengthsman:

8.1.1. To consider the status of drainage projects for the 2024/25 Local Drainage Fund:

Members agreed that this had been covered under minute 6.3 – some queries had been raised which would be clarified during a site meeting with the contractor prior to settlement of invoices.

8.1.2. To consider drainage projects for the 2025/26 Local Drainage Fund:

It was noted that applications must be submitted by September.

It was RESOLVED: to consider new projects with the Lengthsman during the site meeting. It was agreed that the application could be agreed via email and submitted between meetings.

8.2. Speed Indicator Devices (SID):

Members were informed that BBLP have advised installation has been scheduled for 22th August 2025. The Clerk was asked to request a contact at BBLP so that installation of the devices could be carried out at the same time.

It was RESOLVED: to approve the purchase of new batteries between meetings if required upon installation.

8.3. Highways:

8.3.1. Works to be reported to Herefordshire Council:

It was noted that signage has been erected between Hurstans and the Sollershope Church junction for resurfacing though it has not been detailed on the weekly report; and that the C1298 from the B4224 to Sapness House will be closed from 21st July to 1st August to carry out works to clear vegetation, trees and reinforce the bank and to install a concrete spillway for the water to flow off the road. The Clerk was asked to share this on the next newsletter.

The Chairman will forward a list of further works to report to Herefordshire Council to the Clerk.

Potholes were reported on the B4224 between How Caple crossroads and Cross in Hand. Parishioners were urged to continue to report potholes to Herefordshire Council.

It was noted that a response to the depth gauge enquiry has not been received. The Clerk will follow up.

8.3.2.To consider parish grit bins and note request for two replacement bins submitted to Herefordshire Council:

Members noted the survey of parish grit bins and that a request had been submitted to Herefordshire Council to replace two bins damaged by machinery. It was further noted that visibility is improved when the area around the bins have been strimmed on the regular maintenance days.

8.4. Footpaths:

8.4.1.To ratify the appointment of the Parish Footpaths Officers:

Members were informed that the Parish Footpaths Officer for Yatton is unable to continue with the role for 2025/26. A response is still pending for How Caple and Sollershope and will be reported at the next meeting.

8.4.2.To consider projects for the PROW Funding 2025/26:

It was RESOLVED: to submit an application for gates along a route from the Falcon to How Caple Church.

It was RESOLVED: to include funding for the two bridges at Sollershope Church.

8.4.3.To consider complaints concerning the installation of new footpath signs:

Members noted complaints about the installation of new signs that negatively impact visibility. It was noted that this has been reported to the PROW team who are investigating. Members noted that co-ordination between the PROW team and the parish would be useful.

9. Clerks Report:

Members received a report noting:

- 9.1. Hills Ford Rally has been cancelled as permission to close roads was not granted.
- 9.2. B4224 Strategy Group meeting scheduled for Tuesday 30th September (normally Zoom at 6.30pm).
- 9.3. Herefordshire Council Local Plan Call for Sites: landowners, developers and other interested parties are being invited to suggest sites that may be suitable for a range of uses.
- 9.4. HALC Information Corner has been shared with councillors via email. The Clerk was asked to share the offer of free cherry trees on the Parish Newsletter.
- 9.5. A question has been raised with Cllr Durkin re speed on Perrystone Hill and if there is anything that can be done to reduce it.

10. Next Meeting: Tuesday 9th September 2025, 7pm, Brockhampton Village Hall.

11. Agenda Items: Consider S106 wishlist

The meeting closed at 8.05pm

Signed: _____ Dated: _____

Appendix A: Finance Report

REPORT FOR COUNCIL MEETING: 8th July 2025

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 6.1: Financial Report

Bank Balance @ 30 June 2025:

Lloyds Current: £6,786.65

Lloyds Reserve: £3,083.37 (at 8/7/25)

Total Funds: £9,870.02 (less invoices to be approved 8.7.25)

Bank Reconciliation:

A bank reconciliation has been carried out at 30/6/25 and will be passed to a non-bank signatory to verify at the meeting, as per Financial Regulations.

Payments Received:

£1,433.00 received for reimbursement for the balance of the 24/25 Lengthsman Grant.

Interest Rates:

Reduced from 0.80% to 0.70% from 5th June 2025.