

# HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on

**Tuesday 9<sup>th</sup> September 2025 at 7pm**

At Brockhampton Village Hall

**Present:** Councillors: John Jackson (Chairman), Elizabeth Glover, Ed Rogers and Fiona Fyshe

**In attendance:** Clerk: Helen Tinson, Ward Cllr Barry Durkin, 0 members of the public.

**1. To receive apologies for absence:**

Apologies were received and accepted from Cllrs David Reeve Tucker and Hugh Bodington, and from PCSO Kirsten Kysow.

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

There were none.

**3. Minutes: to consider the minutes of the Parish Council Meeting on 8<sup>th</sup> July 2025:**

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

**4. Public Participation:**

**4.1. 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. In addition, it was reported that Herefordshire Council have purchased the John Haider Building in Hereford City with a view to providing emergency accommodation for up to 28 people. It is anticipated that the accommodation will be ready for occupation by Spring 2026.

At the request of the Ward Councillor, the Chairman varied the order of the agenda and brought forward agenda item 8.3 Highways:

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

**8.3 Highways:**

**8.3.1. To consider works to be reported to Herefordshire Council:** The following scheduled road repairs were noted:

**8.3.1.1** C1298 from the B4224 to Sapness House to be closed under full road closure between 17<sup>th</sup> September 2025 to 8<sup>th</sup> October 2025.

**8.3.1.2** U70009 Rock Cottage to Birchwood Cottage (Rattle Hill Road) to be resurfaced 10<sup>th</sup> September.

**8.3.1.3** Requests to improve the U70006 Park View to Welsh Court and U70008 Fairview Cottage downhill for approx. 75m have been passed to the appropriate officer – response awaited.

**8.3.2 To consider an update on request for depth gauge on the B4224:** Members were informed that the request for a depth gauge has been passed to the Principal Flood Risk Management Officer for review. The Officer has been in contact with the Clerk to confirm the location. Further correspondence is awaited.

**8.3.3 To consider attendance at BBLP Quarterly Stakeholder Engagement Session on Thursday 25<sup>th</sup> September:** Members were informed that HC and BBLP present a joint report on works completed in the last quarter together with forthcoming work planned for the following season.  
**It was RESOLVED:** that Cllr Jackson would attend if possible.

## **8.1 Lengthsman:**

**8.1.1 To approve the 2025/26 Local Drainage Fund Application:** Members were informed that the Chairman and Clerk had met with the Lengthsman to discuss drainage projects. Members considered the application, currently pending costs to be received from the Lengthsman. There was discussion on whether more detailed work for Job 21 (C1262 near junction with U70010) would be beneficial. The submission deadline of 28<sup>th</sup> September 2025 was noted.

**It was RESOLVED:** to seek quotes to install a pipe underneath the C1262, re-tarmac and re-install headwalls for the 2026/27 application

**It was RESOLVED:** to approve the draft 2025/26 application for submission when costs are received.

## **8.2 Speed Indicator Devices (SIDs):**

**8.2.1 To consider an update on the installation of two SID bases and posts:** Members were informed that the installation of the two bases and posts did not proceed on the 22<sup>nd</sup> August as expected. A new installation date of 6<sup>th</sup> October has been received. It has been advised that the concrete should set for three weeks before the devices are installed onto the posts.

## **8.4 Footpaths:**

**8.4.1 Parish Footpaths Officers:** Members were informed that there are currently no Parish Footpaths Officers in position. Cllr Jackson agreed to photograph completed gates for reporting in the Autumn/Winter newsletter, which would have a focus on footpaths.

**8.4.2 To approve the 2025/26 PROW Grant Application:** Members considered the draft application and made an amendment to the bridge at Sollershope Church. It was suggested that pedestrian gates are installed in preference to kissing gates, where landowner permission allows, as this improves accessibility. It was agreed that the Clerk would contact Bison Bridges to ask if they complete bridge repairs.

**It was RESOLVED:** to approve and submit the draft application.

Ward Cllr Durkin left the meeting and the Chairman returned to the order of the agenda.

#### **4.2. To receive report from PCSO Kirsten Kysow:**

PCSO Kysow had submitted a written report noting:

- 4.2.1.** An incident of poaching was reported about 4 weeks ago – police attended but the offenders had left the scene. Poaching patrols in rural areas are being increased.
- 4.2.2.** The Safer Neighbourhood Team will be gaining another Police Officer.
- 4.2.3.** A 'Lighten up' campaign is soon to be launched encouraging leaving lights on and advising on home security, property marking etc.

Cllr Glover reported that police and ambulance service had recently attended a road traffic accident on the B4224 involving a cyclist.

#### **4.3. To receive representations from members of the public on parish matters:** There were none.

### **5. Finance:**

#### **5.1. 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.

#### **5.2. Payments:**

Members were asked to ratify the following payments made between meetings. It was noted that the payments due to Terry Griffiths Contracts discussed at the last meeting have been paid.

**It was RESOLVED:** to ratify the following payments:

- 5.2.2** Autela Payroll Services, Q1, £84.00 including £14.00 VAT
- 5.2.3** Helen Tinson, Clerk Salary, June, July and August, in accordance with contract
- 5.2.3** HMRC, PAYE June and July, in accordance with contract
- 5.2.4** Terry Griffiths Contracts, PROW, TGC3431, £360.00 including £60.00 VAT

#### **5.3. Payments:**

Members were asked to consider invoices due for payment.

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

- 5.3.1** Helen Tinson, Clerk Salary September, in accordance with contract
- 5.3.2** HMRC, PAYE August and September, in accordance with contract
- 5.3.3** Terry Griffiths Contracts, PROW, TGC3451, £1,080.00 including £180.00 VAT

### **6. Herefordshire Council Parish Charter:**

#### **6.1. To consider signing up to the principles set out in the Parish Charter:**

**It was RESOLVED:** to defer this agenda item to the next meeting.

#### **6.2. To consider attendance at the Parish Summit on 7<sup>th</sup> October 2025 (Plough Lane):**

The Parish Clerk informed members that she would attend if possible. Members were asked to inform the Clerk if they are also able to attend. It was noted that the focus of the summit is expected to be the Parish Charter.

## 7. Planning:

### 7.1. To consider planning applications for determination by Herefordshire Council:

Members were informed that the following retrospective application had been received earlier in the day. The detailed application was not yet available to view on the planning website.

**7.1.1.252484: Sollers Hope Farm, Sollers Hope Court, HR1 4RW.** Siting of Shepherd's Hut for use as a holiday let, hot tub, composting toilet and outside walk-in shower and change of use of land to mixed use (retrospective). Members considered the application noting their response in support of an earlier retrospective application which had been refused by Herefordshire Council due to drainage concerns.

**It was RESOLVED:** to delegate authority to the Clerk to submit a response between meetings as agreed via email.

**It was RESOLVED:** to SUPPORT the application if the reasons for earlier refusal have been addressed.

### 7.2. To consider other matters related to Planning:

#### 7.2.1. To consider S106 wish list:

**It was RESOLVED:** to defer this agenda item for six months.

## 9. Clerks Report: Members received a report noting:

**9.1 Gate for SH8 towards C1298:** Requested via the HC PROW site on 22/8/25. No acknowledgement or response as yet.

**9.2 Fingerpost Concerns:** No further response as yet. Clerk following up.

**9.3 Transport Hub:** Work has now started on the new transport hub in Hereford.

**9.4 The Baton of Hope:** arrives in Hereford on Thursday 2<sup>nd</sup> October, as part of the UK's largest suicide prevention initiative.

**9.5 Union Jacks:** Paul Walker, Leader of Herefordshire Council, has issued a position statement: any unauthorised flags will be removed.

**9.6 Ellie Chowns MP Public Meeting:** Wednesday 24<sup>th</sup> September 7-8:30pm at Queen Elizabeth High School, Bromyard.

## 10. Next Meeting: Tuesday 11<sup>th</sup> November 2025, 7pm, Brockhampton Village Hall.

The meeting closed at 8.10pm

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## Appendix A: Finance Report

**REPORT FOR COUNCIL MEETING:** 9<sup>th</sup> September 2025  
**REPORT BY:** Helen Tinson, Clerk/RFO  
**AGENDA ITEM:** 5.1: Financial Report

### Bank Balance @ 9 September 2025:

Lloyds Current: £13,277.91  
Lloyds Reserve: £3,087.09  
Total Funds: £16,365.00 (less invoices to be approved 9.9.25 and TGC local drainage work invoices)

**Bank Reconciliation:** A bank reconciliation has been carried out at 9/9/25 and will be passed to a non-bank signatory to verify at the meeting, as per Financial Regulations.

### Payments Received:

£2,144.96 received 2<sup>nd</sup> September for reimbursement of the 24/25 PROW Grant.  
£5,700.00 received 4<sup>th</sup> September for reimbursement of the 24/25 Local Drainage Grant.

**25/26 Budget Monitoring Report April to September to follow next month.**

### VAT Reclaims:

2024-25 – full year reclaim has been submitted £1,440.63  
2025-26 – reclaim prepared for six months April to September and ready to submit £1,003.04

### Interest Rates:

Reducing further from 0.70% to 0.50%