

HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL
Councillors are summoned to attend the Parish Council Meeting
on
Tuesday 9th September 2025 at 7pm

At Brockhampton Village Hall

Members of the Public and Press are cordially invited to attend

AGENDA

- 1. To receive apologies for absence**
- 2. To receive declarations of interest and written requests for dispensation**
- 3. Minutes:**
 - 3.1. To consider the minutes of the Parish Council meeting held on the 8th July 2025
- 4. Public Participation:**
 - 4.1. To receive report from the Ward Councillor
 - 4.2. To receive report from PCSO Kirsten Kysow, Safer Neighbourhood Team
 - 4.3. To receive representations from the Public
- 5. Finance:**
 - 5.1. To receive financial report, including six-month review of income against expenditure
 - 5.2. To ratify the following payments made between meetings:
 - 5.2.1. Autela Payroll Services, Q1, £84.00 including £14.00 VAT
 - 5.2.2. Helen Tinson, Clerk Salary July and August, in accordance with contract
 - 5.2.3. HMRC, PAYE July and August, in accordance with contract
 - 5.2.4. Terry Griffiths Contracts, PROW, TGC3431, £360.00 including £60.00 VAT
 - 5.3. To consider any invoices due for payment:
 - 5.3.1. Helen Tinson, Clerk Salary September, in accordance with contract
 - 5.3.2. HMRC, PAYE 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
 - 6.2. To consider attendance at the Parish Summit on 7th October 2025 (Plough Lane)
- 7. Planning:**
 - 7.1. **To consider any planning applications received between publication of the agenda and the meeting for determination by Herefordshire Council**
 - 7.2. **Other matters related to Planning:**
 - 7.2.1. To consider S106 wish list
- 8. Lengthsman, SIDs, Highways and Footpaths:**
 - 8.1. **Lengthsman:**
 - 8.1.1. To approve the 2025/26 Local Drainage Fund Application

8.2. SIDs:

8.2.1.To consider an update on the installation of two SID bases and posts

8.3. Highways:

8.3.1.To consider works to be reported to Herefordshire Council

8.3.2.To consider update on request for depth gauge on the B4224 (if available)

8.3.3.To consider attendance at BBLP Quarterly Stakeholder Engagement Session, Thursday 25th September, 2-3pm, Microsoft Teams

8.4. Footpaths:

8.4.1.To consider the three Parish Footpath Officer vacancies

8.4.2.To approve the 2025/26 PROW Grant Application

9. Clerk's Report: To receive the Clerk's report

10. Next Meeting: To note the date of the next meeting 11th November 2025, and propose agenda items

Signed: Helen Tinson, Clerk

Dated: 4th September 2025