

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting
Held on
Tuesday 11th November 2025 at 7pm
At Brockhampton Village Hall

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

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

1. To receive apologies for absence:

Apologies were received and accepted from Cllrs David Reeve Tucker, Elizabeth Glover and Hugh Bodington, and from PCSO Kirsten Kysow and Ward Cllr Barry Durkin.

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

Cllr Ed Rogers declared a non-pecuniary interest in agenda item 8.2 (Planning 252649). The Declaration of Interests book was signed accordingly.

3. Minutes: to consider the minutes of the Parish Council Meeting on 9th September 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 has been published on the Parish Council website.

4.2. To receive report from PCSO Kirsten Kysow:

As a result of a change in shift patterns, PCSO Kysow was unable to attend the meeting. There was no report.

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), noting the Finance Working Group meeting of 3rd November 2025. Members considered a budget monitoring report at the six-month point of the current financial year (30th September 2025), together with the Cash Book to the 31st October 2025. There were no concerns raised.

It was RESOLVED: to approve the report.

5.2. Bank Reconciliation:

Members reviewed the bank reconciliation to 31st October 2025. Bank balances were reported as:
Current account £10,823.24 Reserve account £3,090.32.

It was RESOLVED: to approve the bank reconciliation which was signed by Cllr Fiona Fyshe.

5.3. Draft Budget 2026/2027:

Members considered the draft budget for 2026/27 prepared by the Responsible Financial Officer and reviewed by the Finance Working Group. It was proposed to maintain the precept at the same level as the current year. Members were asked to check the content of the website in preparation for a transition to a new site and .gov.uk domain name.

It was RESOLVED: to approve the draft budget for public consultation and consider further at the next meeting (January 2026) at which time comments received would be reviewed and the precept set.

5.4. Payments:

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

It was RESOLVED: to ratify the following payments:

5.2.3 Helen Tinson, Clerk Salary, October, in accordance with contract

5.2.2 HMRC, PAYE October, in accordance with contract

5.5. 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 November, in accordance with contract

5.3.2 HMRC, PAYE November, in accordance with contract

5.3.3 Terry Griffiths Contracts, Routine Maintenance, TGC3506, £293.58 including £48.93 VAT

5.3.4 Terry Griffiths Contracts, Routine Maintenance, TGC3566, £293.56 including £48.92 VAT. Some queries were raised about the record of works carried out which accompanied the invoice - Cllr Jackson undertook an action to photograph the queried work to send to TGC Contracts for feedback.

6. Community:

6.1. To consider dates for Litter Picking (Jan-March 2026):

Members considered holding further litter picking events in early 2026. It was suggested to hold the events on the same weekends as 2025 but noted that both volunteers and levels of litter were less than in 2024.

It was RESOLVED: to seek feedback from the community to gauge the level of interest and review at the January meeting. The Clerk undertook an action to add a paragraph to the printed newsletter.

6.2. To consider the Autumn/Winter printed newsletter:

Members reviewed the draft newsletter and were asked to confirm any amendments to the Clerk via email.

It was RESOLVED: to print the same quantities as previously and hand deliver to reduce costs.

7. Herefordshire Council Parish Charter:

7.1. To consider signing up to the principles set out in the Parish Charter:

Members reviewed the charter noting that all applicable actions that can be undertaken by Parish Councils are already being taken.

It was RESOLVED: to sign up to the principles set out in the Parish Charter.

8. Planning:

8.1. To consider any planning applications received between publication of the agenda and the meeting for determination by Herefordshire Council:

There were none.

8.2. To note planning decisions made by Herefordshire Council since the date of the last meeting:

8.2.1.252649: Foxhalls Farm, Sollershope, HR1 4RN. Application to determine if prior approval is required for the proposed excavation of soil to create an earth banked slurry lagoon.

Determination: Prior approval is not required. **NOTED.**

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

9.1. Lengthsman:

9.1.1. To note response to the 2025/26 Local Drainage Fund Application and agree next steps:

Members were informed that £3,100 has been awarded to complete three of the six jobs proposed: Job 18, headwall only £900; Job 21 as proposed £800; Job 22 as proposed £1400.

It was RESOLVED: that the Clerk engage TGC Contracts to carry out the works approved.

9.2. Speed Indicator Devices (SIDs):

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

Members were informed that the bases have been installed but not the posts. The Clerk is chasing Herefordshire Council and Balfour Beatty for an update.

9.3. Highways:

9.3.1. To consider works to be reported to Herefordshire Council:

Members agreed that all works required have already been reported. Cllr Jackson reported that excess tarmac from work carried out on the U70009 between Birchwood cottage and Rock Cottage was laid on his property without his permission. He is currently trying to contact the contractor and will report further in due course.

9.3.2. To consider response to request for Depth Gauge on the B4224 and agree next steps:

Members reviewed correspondence received from the Principal Flood Risk Management and Drainage Officer at Herefordshire Council confirming the Council's position not to install new depth gauges in locations that do not currently have them. However, an offer was made to investigate whether permanent flood signage or a road closure agreement (whereby flood wardens close roads and report closures to Herefordshire Council) would work in this location.

It was RESOLVED: to request further investigation as proposed.

9.4. Footpaths:

9.4.1. To note response to the 2025/26 PROW Grant Application and agree next steps:

Members were informed that the application has been submitted but is on hold as the team are currently responding to a large number of Local Drainage Applications. The Clerk will report further as and when an update is received.

It was RESOLVED: to contact Ceri Belli, Public Rights of Way Officer and request a meeting with the GPS marker to define the correct locations of the PROW hardware.

Cllr Jackson reported correspondence received from Walkers are Welcome noting the PROW improvements undertaken within the parishes.

It was RESOLVED: to upload the correspondence to the website and next emailed newsletter.

9. Clerk:

9.1 Resignation: to receive the Clerk's resignation and agree next steps:

Members received the Clerk's resignation, submitted due to time constraints as a result of launching her new business. Members considered the recruitment process.

It was RESOLVED: to engage HALC's recruitment process.

It was RESOLVED: that Cllrs John Jackson and Ed Rogers would form the interview panel.

9.2 Report:

Members received a report noting:

9.2.1 Church Burglaries: Report from Neighbourhood Policing Team

9.2.2 Gate on YT10 fitted: 2 in 1 Bristol Gate fitted on YT10

9.2.3 Herefordshire Council Correspondence:

9.2.3.1 Gritters are ready for the winter

9.2.3.2 Message from the Leader of the Council has been shared with members

9.2.3.3 Hereford twinning with Zhytomyr Oblast in Ukraine

10. Next Meeting: Tuesday 13th January 2026, 7pm, Brockhampton Village Hall.

The meeting closed at 8.09pm

Signed: _____ Dated: _____

Appendix A: Finance Report

REPORT FOR COUNCIL MEETING: 11th November 2025
REPORT BY: Helen Tinson, Clerk/RFO
AGENDA ITEM: 5.1: Financial Report

Notes from FWG Meeting 3/11/25: The Finance Working Group are meeting to review the actual vs budget income and expenditure at the end of Q2 25/26, and to consider the draft budget for 26/27.

A year end position has been forecast based on either year-to-date figures (actual expenditure for the first six months anticipated as being similar to the second half of the year); a monthly average based on the budget; or flexed forecasting based on known income and expenditure expected during the second half of the year.

The positive anticipated end position reflects the Lengthsman and Drainage funding received during the year, and assumes the full funding will be claimed before 31st March 2026. The Lengthsman funding is guaranteed for the next 2 years (25/26 is year 3 of a 5-year scheme), but the matched funding is not guaranteed (but expected so has been included in the budget).

The FWG propose to maintain the precept at the current £10,500. The Parish Tax Bases for 26/27 have not yet been released but the following calculation has used the current year figures (Band D and equivalent properties):

Parish Tax Bases 25/26:

How Caple, Sollershope & Yatton Group Parish
Council

161.76

$£11000 \text{ divide } 161.76 = £68.00 \text{ per property per year}$

$£10500 \text{ divide } 161.76 = £64.91 \text{ per Band D or equivalent property per year}$

Proposed increase equates to an additional £3.09 per property per year

As in previous years, the draft budget does not allow for any projects or capital purchases.

The salary budget has been increased to reflect the Local Government Services Pay Agreement for 2025/26. This is usually agreed within the year and backdated to 1st April. It is likely therefore that the budget will be overspent at 31.3.27 if the same happens next year, or unless the budget is increased further to allow for an increase in 26/27.

PROW has remained at £1,520 to continue ambitions of developing and improving the PROW network.

Again, so that any increase can be minimised, the budget for contingency has been removed as this has not been used in the current year and there are reserves to cover unforeseen costs.