

HOW CAPLE SOLLERSHOPE AND YATTON PARISH COUNCIL
Councillors are summoned to attend the Parish Council Meeting
on
Tuesday 13th January 2026 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:** To consider the minutes of the Parish Council meeting held on the 11th November 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
 - 5.2. To approve the bank reconciliation at 31.12.25
 - 5.3. To consider the Draft Budget for 2026/27 and set the precept for 2026/27
 - 5.4. To ratify the following payments made between meetings:
 - 5.4.1. Helen Tinson, Clerk Salary December, in accordance with contract
 - 5.4.2. HMRC, PAYE December, in accordance with contract
 - 5.4.3. John Jackson, Reimbursement of Expenses SID installation, £104.72 inc VAT
 - 5.4.4. John Jackson, Reimbursement of Expenses SID installation, £63.47 inc VAT
 - 5.4.5. Terry Griffiths Contracts, TGC3505, £489.30 plus £97.86 VAT
 - 5.5. To consider any invoices due for payment:
 - 5.5.1. Helen Tinson, final Clerk Salary January, in accordance with contract
 - 5.5.2. HMRC, PAYE January, in accordance with contract
 - 5.5.3. Helen Tinson, Reimburse Expenses, USB Drive, Envelopes and Stamps, Value TBC
 - 5.5.4. Terry Griffiths Contracts, TGC3607, Maintenance Day Yatton, £489.30 plus £97.86 VAT
 - 5.5.5. Terry Griffiths Contracts, TGC3606, Maintenance Day How Caple, £244.64 plus £48.92 VAT
 - 5.5.6. Autela Payroll Services, Payroll Support, £70.00 plus £14.00 VAT
 - 5.5.7. Wyehost Ltd, Domain Name Renewal, £9.99 plus £2.00 VAT
- 6. Planning:**
 - 6.1. **To consider any planning applications received between publication of the agenda and the meeting for determination by Herefordshire Council**
 - 6.2. **To note planning decisions made by Herefordshire Council since the date of the last meeting**
- 7. Highways and Footpaths:**
 - 7.1. Highways:**
 - 7.1.1. To receive Highways report (if available) and consider works to be reported to Herefordshire Council

7.1.2.To note the installation of the Speed Indicator Devices and consider data reading and interpretation

7.2. Footpaths:

7.2.1.To consider general Footpaths report (if available)

8. Website: To consider further information concerning new website and .gov.uk domain provider and agree next steps

9. Next Meeting: To note the date of the next meeting 10th March 2026, and propose agenda items

10. To consider a resolution to exclude members of the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, to consider a confidential matter

11. Employment Matters:

11.1. To consider the appointment of a new Clerk/RFO

11.2. To consider the terms of employment and agree new national pay agreement rates

11.3. To consider training costs

Signed: Helen Tinson, Clerk

Dated: 8th January 2026