

HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Parish Council Meeting
Held on
Tuesday 16th July 2024 at 6pm
At Brockhampton Village Hall

Present: Councillors: John Jackson (Chairman), Ed Rogers, Brendan Beal and David Reeve-Tucker.

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

1. To receive apologies for absence:

Apologies were received and accepted from Cllrs Elizabeth Glover and Hugh Bodington. The Chairman noted that the meeting scheduled for Tuesday 9th July was not able to go ahead as it was not quorate and asked that members send apologies in advance of the meeting if they are unable to attend.

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

There were none.

3. To consider the minutes of the Annual Meeting of the Parish Council on 14th May 2024:

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 for July which was taken as read and is available on the Parish Council website. An update on the closed road rally in September was also noted.

4.2. To receive report from PCSO Kirsten Kysow:

PCSO Kysow was not present but had provided a written report concerning recent thefts in neighbouring parishes. Members considered options for a property marking/security advice event. It was requested that the Clerk ask for a report of accident history on the B4224 attended by the police over the last few years.

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

The Clerk reported three emails received from parishioners:

4.3.1. Query concerning an overgrown and inaccessible footpath (FY10-YT3)

4.3.2. Concern regarding a rotten stile on footpath SH14

4.3.3. Concern regarding traffic on the B4224 at Crossways and a recent road traffic accident.

5. Community:

5.1. Printed Newsletter:

Members considered the draft printed newsletter for Summer 2024.

It was RESOLVED: to approve the draft and proceed to print 150 copies on A4 double sided with the regular printer.

It was RESOLVED: to hand deliver (if possible) or to post if the budget allows.

5.2. West Mercia PCC Town and Parish Survey:

Members considered a draft response to the West Mercia PCC Town and Parish Survey.

It was RESOLVED: to approve the draft response and for the Clerk to submit the response online.

6. Finance:

6.1. Financial Report:

Members received and considered a financial report including a Q1 budget monitoring report and bank reconciliation to 30.6.24, as appended (Appendix A). The report was taken as read and no questions were raised.

It was RESOLVED: to approve the report and sign the Bank Reconciliation at the end of the meeting.

It was RESOLVED: to make the payments to the three churches in How Caple, Sollershope and Yatton parishes as approved on the budget for 2024/25 (£175 per church)

6.2. Insurance 2024/25:

Members were informed that the administration charge of £45 had been missed from the resolution to accept the insurance proposal at the last meeting. The payment had been made to maintain continual insurance.

It was RESOLVED: to ratify payment of the additional £45 to maintain the insurance policy.

6.3. Herefordshire Heartstart:

Members were asked to consider a donation to Herefordshire Heartstart for the CPR and Defibrillator training session scheduled for Tuesday 16th July 2024. It was noted that attendees have also been asked to make a voluntary contribution.

It was RESOLVED: to approve a donation of £100.00.

6.4. Payments:

It was RESOLVED: to ratify the following payments made between meetings:

6.4.1. Helen Tinson, Clerk Salary June, in accordance with contract

6.4.2. HMRC, PAYE/NIC Q1, £235.20

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

6.4.3. WyeHost Limited, Annual Web Hosting Renewal, £90.00 including VAT

6.4.4. Helen Tinson, Clerk Salary July, in accordance with contract

6.4.5. Helen Tinson, Reimbursement of HP Instant Ink Fees (June/July) £7.98 including VAT

7. Highways and Lengthsman:

Members were informed that the Lengthsman has scheduled a maintenance day for both PROW and

Highways. The Chair and the Clerk will be accompanying the Lengthsman on a parish drainage survey in anticipation of submitting a detailed grant application to Herefordshire Council for the Local Drainage Fund, expected deadline 30th September.

Members considered writing to the Leader of Herefordshire Council and Head of Highways to express dissatisfaction with the length of time taken to progress the installation of the bases for the two Speed Indicator Devices. A quotation from Balfour Beatty has still not been received despite the initial request in March 2023.

It was RESOLVED: to approve that a letter is sent to the Leader of Herefordshire Council and Head of Highways.

8. Footpaths:

Members were asked to ratify the application for the PROW funding that was submitted between meetings in order to meet the deadline of 1st July. It was noted that the application sought to prioritise improving accessibility on a section of the Herefordshire Trail to install gates in place of stiles. The grant would provide funding for the hardware and materials but not installation. The Chairman wished to minute his thanks to Parish Footpath Officers Mike Clarke and Enid Elliott for their assistance on the grant application. It was also noted that further funding is available via Walkers are Welcome to create additional walks linked to the Wye Valley Walk and members considered creating a 'Three Churches Walk', replacing stiles with gates where possible. The Parish Council will seek landowner permission.

It was RESOLVED: to ratify the application for the PROW funding submitted to Herefordshire Council between meetings.

It was RESOLVED: to pursue funding to create a new 'Three Churches Walk'.

9. Clerks Report:

There was nothing further to report.

10. Next Meeting: Tuesday 10th September 2024, 7pm, Brockhampton Village Hall.

11. Agenda Items:

11.1. How Caple: Land by noticeboard

The meeting closed at 6.30pm

Signed: _____ Dated: _____

Appendix A: Financial Report:

REPORT FOR COUNCIL MEETING: 16th July 2024

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 6.1: Financial Report

Bank Balance @ 30 June 2024:

NatWest:	£0.00
Lloyds Current:	£3,629.14
Lloyds Reserve:	£9,001.92
Total Funds:	£12,631.06 (less invoices to be approved 9.7.24 £90.00)

Bank Reconciliation:

A bank reconciliation has been carried out at 30/6/24 and will be passed to a non-bank signatory to verify at the meeting, as per Financial Regulations.

2024/25 Q1 Budget Monitoring:

Please refer to Cash Book and Budget Monitoring Report for income and expenditure at the end of Q1.

There is not much to note – salaries budget includes March salary and 2023/24 Q4 PAYE payment. The Lengthsman payment of £1500 relates to 2023/24 work as does the Lengthsman grant received from HC also for £1500.00.

Lengthsman:

No work carried out yet for 2024/25.

VAT Reclaim:

Has been submitted for £1,254.10 from purchases made in 2023/24



Budget
Monitoring.xls

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