

# KINGS CAPLE PARISH COUNCIL

## Minutes of the Meeting of the Parish Council

Wednesday 10<sup>th</sup> July 2013 7.30pm, The Old School, Kings Caple

### Present

Jake Keogh (JK) Chair, Harry Waymouth (HW) Vice Chair, Julie Brandon-Jones (JBJ)  
Russell Nunn (RN), Mike Harris (MH)

### Attending

Cllr Barry Durkin, Liz Parry-Jones (LPJ) Clerk, 4 members of the public

### 1) Representations from the Public

The following points were made:

- The hedge at the Clusters T-junction is overgrown and is obscuring the sign post
- Could better use be made of the Phoenix and Wormelow Hundred magazines to publicise Parish Council minutes and meetings?

**Action: Clerk to report overgrown hedge to Amey  
Clerk to contact editors of village magazines**

### 2) Apologies for Absence

Apologies for absence were received and accepted from Andrew Beckett

### 3) Declarations of Interest and Requests for Dispensations

There were none

### 4) Co-option of a new member

Mr Andrew Eames and Mr David Williams had put themselves forward for Co-option. Neither was present at the meeting but both had provided brief details of their history of residence in the village and reasons for wishing to join the Parish Council. A vote was taken by show of hands. Mr Eames received 1 vote, Mr Williams received 3 votes and there was 1 abstention (Mike Harris, as both candidates are valued members of the NDP Steering Group of which he is Chair). Mr Williams, having received a clear majority of members present and voting, was co-opted to the Parish Council.

### 5) Minutes of Previous Meetings

#### Extra-ordinary Meeting 13 March 2013:

It was agreed by all that there were a number of factual inaccuracies in the draft minutes and that they could not be approved in their current form.

**Resolved: the draft minutes should be amended and presented for approval at the next meeting.**

#### Annual Meeting 21 May 2013:

**Resolved: to approve the draft minutes subject to the correction of a typing error in 6.1**

### 6) Report for Ward Cllr Barry Durkin

Cllr Durkin informed members that he is sitting on a panel considering the future of library and museum facilities in Herefordshire. He has received assurances that the library service to the housebound will be preserved

### 7) Finance

#### a. Financial update and current bank balances

The Cash book showing details of expenditure to date for 2013/14 was presented.  
The bank balances as at 13 July 2013 (latest statement available) were

Signed

Date

Current Account                    £5,212.96  
 Parish Plan Account            £89.17

**Resolved: the Parish Plan Account should be reimbursed for the monies used to purchase the laptop, screen and projector**

**b. Internal Auditors Report**

The Internal Audit of the financial system and records for 2012/13 had been completed; no areas of noncompliance or failings had been identified. The Internal Auditor had completed the relevant parts of the Annual Return.

**Resolved: to accept the report of the Internal Auditor**

**c. Payments**

**Resolved: to approve the following payments:**

**HALC; annual subscription**

**Ian Binns; internal audit**

**Liz Parry-Jones; Clerks duties May & June, training and expenses**

**d. Training Bursary**

The application form was completed to apply for a bursary of up to £100 for Clerk's training

**8) Highways**

**a. Update from Highways Link Person**

- The Caple Avenue Street lighting review questionnaire has been sent out and responses are awaited.
- A speed indicator device will be in place for 2 weeks.
- A Parish Infrastructure Schedule is being compiled. Amey has provided a map showing the location of items but it is out of date. It is hoped that the finished document will include public rights of way.
- Temporary traffic lights, confirmation that it is an offence to ignore these
- Repairs at Hoarwithy Bridge: Road closure Order to begin on 22 July for 5 days. If works not completed Amey can seek an Emergency Works Order to allow continuation. Entrance to/exit from the Ruxton Footpath at this end will be closed. Amey will provide signage, leaflets for residents and communication with the emergency services.

JK invited BD to add comments; he emphasised that nobody should attempt to go through the barriers as the road structure was likely to be severely compromised during the works.

**b. Lengthsman**

Brief CVs had been provided by two of the people on the list of local Lengthsmen provided by Amey. It was agreed that there was not enough information for a decision on appointment to be made at this time. A query was raised as to whether there is a time limit for applying for the funding for this financial year.

**Resolved: further information should be acquired from all three people on Amey's list and this matter deferred to the next meeting.**

**c. Other matters to be reported to Amey**

None

**9. Planning**

**a. Comments on new applications**

There were no new applications to be considered

**b. Decisions by Herefordshire Council**

A query was raised as to the apparent lack of enforcement action taken at Pennoxstone Court since the refusal of application DNSE1000966/F

***Resolved: this query should be raised with Herefordshire Council***

**10. Adoption of Policies****a. Financial Regulations**

***Resolved: to defer consideration of these regulations to the next meeting***

**b. Standing Orders**

Draft Standing Orders based on the NALC Model Standing Orders, together with proposed amendments, had been sent to members prior to the meeting.

***Resolved: To adopt the Standing Orders and proposed amendments***

**c. Publication Scheme**

***Resolved: to defer consideration of this to the next meeting***

For the benefit of the public present it was agreed to bring item 13 forward.

**13. Date of Next Meeting**

It was agreed that the next meeting would be held on 19 September 2013 at 7.30pm The Old School

**11. Supplementary Information Sheet**

This had been sent to members prior to the meeting. Its contents were noted.

**12. Items for the next agenda**

- Adoption of policies and regulations
- Appointment of a Lengthsman
- Report from the NDP steering group
- Report from Highways Link incl Street lighting review results
- Website

**14. Exclusion of Public**

***Resolved: to exclude the public in order to discuss the Clerk's contract of Employment***

**15. Clerk's Contract of Employment**

A draft Contract of Employment for the Clerk had been sent to members prior to the meeting.

***Resolved: to agree the contract as proposed subject to clarification on point 19.1 and 20.1.***

**16. Standing Order for the Clerk's Salary**

***Resolved: the Clerk is to be paid by monthly Standing Order .***

The meeting closed at 10.05pm

Signed

Date