

KINGS CAPLE PARISH COUNCIL
Minutes of the Meeting of the Parish Council
Tuesday 17th September 2015, The Old School, Kings Caple

Present

Russell Nunn (RN), Tim Over (TO), Harry Bees (HB) and Andrew Eames (AE)

Attending

3 members of the public, Liz Parry-Jones (LPJ) Clerk,

	Action
1 <u>Apologies for Absence</u> Apologies were accepted from Penny Brandram-Jones (PBJ), Julie Brandram Jones (JBJ) and Andrew Barnfield (AB),	
2 <u>Declarations and Requests for Dispensations</u> None	
3 <u>Minutes of the Previous Meeting</u> Resolved: to defer this to the next meeting as only two members were present at the previous meeting.	
4 <u>Updates on Previous Action Points</u> Dog bins – RN reported that Herefordshire Council had confirmed that it would not be installing new bins which would be primarily for dog waste. The policy was felt to be incoherent and this is to be drawn to the attention of Ward Cllr Durkin. Financial Regulations – this will be considered at the next meeting Bank signatories transfer – this has not yet been completed. Members were urged to complete this process as soon as possible. Riparian Owners Guide – this has not been sent to all landowners but several have been contacted on an individual basis and works to prevent water getting on to the highway have been achieved in some places. Defective Street Lamp, Caple Ave – still defective, to be reported again. Uneven Road Surface at Hoarwithy Bridge – information on the outcome of the meeting between Ward Cllr Durkin and Balfour Beatty Locality Steward to be obtained	RN, AE Bank signatories Clerk Clerk
5 <u>Report from the Ward Councillor</u> Ward Cllr Durkin was not present, his monthly report had been sent to members prior to the meeting	
6 <u>Representations from the Public</u> None	
7 <u>Finance</u> a) Current Financial Position. A copy of the cash books (payments and receipts to date) had been sent to members prior to the meeting showing balances of: Current Account £6,627.90 Parish Plan Account £356.63 The latest available bank statements as at 15/08/15 showed balances as follows: Current Account £6,844.88 Parish Plan Account £356.63 A bank reconciliation had also been provided prior to the meeting b) Budget and Precept 2016/17 A spread sheet showing the previous financial year's budget and expenditure and the current year's budget, spend to date and predicted spend at the year end had been provided to members prior to the meeting. Queries were raised over the payment to the PCC, Clerk to request information regarding upkeep expenditure for the church yard.	Clerk Clerk

Signed.....Penny Brandram-Jones.....

Date.....17/11/2015.....

Chair

- Resolved: HB to join the Finance Working Group. FWG to propose a draft budget for consideration at the November PC meeting.**
- c) Invoices and Payments
Resolved: to approve the payments listed in the payments schedule (see below) and to set up a Standing Order for payment of the BT line rental for The Old School for £26.99 per month.
- 8 Highways
- a) Update from Highways Liaison
RN reported. BB are proposing to erect a sign opposite Crossways Bungalow. There is public opposition to more signage in the village and this has been reported to BB. The necessity for it has been questioned and RN has asked if the school still requests it.
- b) Works to be undertaken by the Lengthsman
Resolved: an works order for 'maintenance day' to include specific works to be placed
- c) Defects to be Reported
- Street lamp in Caple Avenue not working
 - Spring to the west of Upper Penalt causing water to run on along the highway to the pond.
- Resolved: to bring forward item 12**
- 12 Neighbourhood Development Plan
The Chair of the NDP group provided an update. It is predicted that that the draft plan will be published for public consultation in December.
- 9 Planning
- a) New Applications
None
- b) Applications Previously Commented on and Recent Decisions
151752 Land adjacent to Seven Acres. It was noted that permission had granted subject to conditions.
- 10 Donation to Citizen's Advice Bureau
Resolved: not to make a donation to the CAB, and to consider a policy on making grants and donations at the next meeting.
- 11 Amendments to Standing Orders
The new Model Standing Orders published by NALC had been provided to members before the meeting. Queries were raised regarding points 1 and 9. Clerk to seek clarification on these items and produce a revised draft.
Resolved: to consider a revised draft at the next meeting
- 13 Herefordshire Budget Consultation
Resolved: not to submit a representation
- 14 Governance Review
Resolved: not to submit a representation at this stage
- 15 Supporting Information and Correspondence
Noted
- 16 Items for Next Agenda
- Budget and Precept
 - Request from KC Community Group
 - Standing Orders
 - Financial Regulations
 - Policies and Procedures

Payments approved at meeting 17th Sept 2015:

Payee	Details	Budget heading	Net £	VAT/PAYE £	Gross £
Mike Harris	Telephone line rental July and Aug	Internet provision			70.32
HMRC	PAYE 06/7/15 – 05/10/15	Clerk Salary			67.20
Grant Thornton	Audit charge	External audit	100.00	20.00	120.00
BT*	Telephone line rental	Internet provision			26.99

Signed.....Penny Brandram-Jones.....
Chair

Date.....17/11/2015.....