

KINGS CAPLE PARISH COUNCIL
Minutes of the Meeting of the Parish Council
Thursday 19th March 2015, The Old School, Kings Caple

Present

Jake Keogh (JK) Chair, Harry Waymouth (HW) Vice Chair, Mike Harris (MH), Russell Nunn (RN), Julie Brandram Jones (JBJ), Andrew Beckett (AB)

Attending

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

- 1 Apologies for Absence
Apologies were accepted from
- 2 Declarations and Requests for Dispensations
None
- 3 Heritage Group Report
A member of the newly formed Kings Caple Heritage Group gave an overview of the groups aims.
- 4 Report from the Ward Councillor
Ward Cllr Durkin was not present at the meeting. His latest report, February 2015, had been sent to members prior to the meeting. The Chairman provided a précis.
- 5 Representations from the Public
A request was made for a new dog bin to be placed between the cross roads and the Church. It was agreed that possible choices and costings would be identified and considered at the next meeting. It was noted that the bin near the school had been removed as it was not one that is emptied by Herefordshire Council's contractor and was becoming a possible hazard. RN, Clerk
- 6 Minutes of the Previous Meeting
Resolved : to approve the minutes of the meeting of 22nd January 2015 as drafted.
- 7 Updates on Action Points from Previous Meetings
Updates to be discussed under agenda items to come
- 8 Finance
 - a) Financial Update.
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 £5,980.13
Parish Plan Account £1,595.72 which includes the unspent NDP grant of £1,168.00 which is to be returned.
The latest available bank statements as at 13/02/2015 showed balances as follows:
Current Account £6,151.73
Parish Plan Account £1,635.52
 - b) Internal Auditor
Resolved: to appoint Mr Ian Binns to carry out the internal audit for 2014/15 Clerk
 - c) Selection of Insurance Provider
Quotations had been requested from Came and Co (current provider) - £278.95;
Zurich - £263.54, Aon - quote not provided.
Resolved: to select Came and Co as the insurance cover provider due to extended scope of cover. Clerk
 - d) Invoices and Payments
Resolved: to approve the payments as listed in the payments schedule (see below)

Signed.....

Date.....

Chairman

9 Highways

- a) Update from Highways Link Person.
HW reported that the overflow from the manhole at Sellack Boat was found to be due to a blocked culvert at the outflow into the Wye. This is the responsibility of Welsh Water. The blockage has been cleared and works are scheduled to repair the culvert. Welsh Water will maintain it in the future. Thanks were expressed to HW for resolving this long running problem.

- b) Annual Maintenance Plan (AMP) for Lengthsman and P3 Schemes.
RN had prepared a draft which had been circulated to members prior to the meeting.

Resolved: to include works under the P3 Scheme within the AMP but otherwise approve it as drafted and submit the amended AMP to Balfour Beatty for agreement.

Clerk

- c) P3 Scheme Co-ordinator

Resolved: to appoint HW as the Parish Paths Officer

- d) Works by Lengthsman

Noted that there were currently no matters needing immediate attention.

- e) Defects to be Reported

HW is compiling list for forwarding to Balfour Beatty

HW, Clerk

10 Planning

- a) New applications – none
b) Recent Decisions – none
c) Other Planning Issues – none

11 Neighbourhood Plan Update

MH reported that: the first draft of the Plan is nearing completion but the Strategic Housing Land Availability Assessment from Herefordshire Council is still awaited; modifications to the Core Strategy have been made and are out for consultation; further grant funding is available and may be applied for when requirement identified.

12 Risks and Liabilities

RN provided a report on the areas of risk and liability and circulated a draft of a risk assessment document for use for Parish Council activities.

Resolved: to consider this further at the next meeting

13 Agenda Information Sheets and Correspondence

Noted, including procedure for Parish Council election nominations

14 Annual Parish Meeting and Annual Meeting of the Parish Council

It was agreed that the Annual Parish Meeting will be held on 23rd April 2015 and the Annual Meeting of the Parish Council will be held on 21st May 2015.

15 Items for Next Agenda

- Dog bins
- Risk and Liabilities
- Lengthsman liabilities
- Telephone pole
- School sign

Signed.....

Date.....

Chairman

Payments approved at meeting 19th March 2015:

Payee	Details	Budget heading	Net £	VAT/PAYE £	Gross £
Mike Harris	NDP expenses	NDP	56.50	0.00	56.50
HMRC	PAYE 06/01/2015 – 05/04/2015	Clerk Salary			131.40
Liz Parry-Jones	Commutated payment for backdated salary 01/04/14 – 31/12/14 Salary increase 01/01/15 – 28/02/15	Clerk Salary	10.81	2.70	13.51
		Clerk salary	7.38	1.84	9.22
Terry Griffiths	Lengthsman duties	Lengthsman	224.00	44.80	268.80

Signed.....
Chairman

Date.....