

KINGS CAPLE PARISH COUNCIL

Minutes of the Meeting of the Parish Council

Thursday 19th September 2013 7.30pm, The Old School, Kings Caple

Present

Jake Keogh (JK) Chair, Harry Waymouth (HW) Vice Chair, Julie Brandram 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

- There is a rumour that bus service 44 is to be withdrawn
- Visibility at the cross roads has reduced due to overgrown hedge
- Some footpath signs are missing/damaged

Action: HW to investigate

HW

2) Apologies for Absence

None

3) Declarations of Interest and Requests for Dispensations

None

4) Minutes of Previous Meetings

Extra-ordinary Meeting 13 March 2013:

It had been agreed at the previous meeting that the first draft of the minutes for the meeting on 13 March 2013 were not an accurate record and they had not been approved. A second draft, incorporating those alterations agreed at the meeting of 10th July 2013, had been sent to members..

Resolved: to approve the second draft minutes.

Ordinary Meeting 10 July:

Resolved: to approve the draft minutes subject to the correction of a typing errors

Extra-ordinary Meeting 7 August

Resolved: to approve the draft minutes subject to the correction of a typing errors

The minutes of the three meetings were signed by JK.

5) Report for Ward Cllr Barry Durkin

Cllr Durkin's monthly report had been circulated to members prior to the meeting. In addition to that report Cllr Durkin informed members of the following:

Rural Fair Share: The local MPs are promoting a debate in parliament on the level of central government funding to rural areas and are requesting signature to a petition

Hoarwithy Bridge: The bridge is now officially open. Some works remain to be completed.

Balfour Beatty Appointment: Hand over from Amey to Balfour Beatty occurred on 1st September. Cllr Durkin will be attending a meeting with them at end of September and requested information on issues to be put to them.

Libraries and museums: The future of these services, including a review of opening hours and staff, the amalgamation of Council services at libraries and greater community involvement in the running of libraries, was debated on by Herefordshire Council Cabinet earlier today, the result is not yet known

County Archive: The new building in Rotherwas has been started, scheduled for completion in Autumn 2014.

Signed

Date

Broadband: Faster broadband now in Ross and will be rolled out to surrounding communities over the next year.

Community Protection Services: Due to financial cut backs these services are being scaled back.

Fracking: Much Marcle removed from government list of potential sites, Fownhope remains on the list.

6) 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

Current Account	£4,464.73
Parish Plan Account	£89.17

b. New Salary Pay Scale for Clerk

Resolved: *To adopt the 1% increase in salary proposed by the NJC*

c. Finance Working Group

Resolved: *JK AB and JBJ should be appointed to this working party and should prepare a draft budget for discussion at the next meeting.*

d. Payments

Resolved: *to approve the following payments:*

*CiLCA training (being KCPC's one third of cost of the training to date)
Clerks additional hours, training, expenses and SLCC membership*

7) Highways

a. Update from Highways Link Person

- Repairs at the bridge. A schedule of works that remain outstanding has been prepared and sent to Cllr Durkin for forwarding to Balfour Beatty.
- The Caple Avenue Street lighting review: a total of 4 responses to the questionnaire have been received with most expressing a general feeling that the change to LED lighting was an improvement..

b. Lengthsman

Assurance was requested that the whole of the funding allocation for could still be claimed despite it being half way through the year.

The scope of responsibility of Balfour Beatty and landowners with regard to the clearing of drainage ditches was discussed.

Action:	Seek confirmation of funding from Balfour Beatty	LPJ
	Seek clarification of responsibility of PC, Balfour Beatty and landowners regarding ditch clearing	RN

Resolved: *that the two candidates be asked to visit the parish but that selection of the Lengthsman should be postponed until the scope of and interface with the Balfour Beatty local work teams had been clarified.*

c. Notices re Dog Fouling

Resolved: *A further notice be placed on gatepost on the path to Sellack Bridge.*

8) Planning

a. Comments on new applications

There were no new applications to be considered

b. Decisions by Herefordshire Council

It was noted that the applications 131763 Poulstone Court and 131938 Lower Penalt Farm which were discussed at the previous meeting had both been granted consent

c. Other planning issues

A request had been made to the planning enforcement officer for KCPC to be updated with regard to enforcement proceedings and appeals at Pennoxstone Court Farm and a query was raised as to whether this information was now being provided.

Action: To re-request that information regarding enforcement proceedings and appeals Pennoxstone Court Farm be provided directly to KCPC LPJ

9) Neighbourhood Planning Report

MH gave a report on the progress of the NDP Steering Group. The terms of reference for the NDP Steering Group were considered. The successful application to Supporting Communities in Neighbourhood Planning programme for grant funding and the supporting budget and the terms and conditions of the funding were presented for approval. The quotation received for the production of a website was discussed.

**Resolved: To approve the Terms of Reference for the NDP Steering Group subject to alteration of 'Purpose' point 3
To agree to the Terms and Conditions of the funding.
To seek two additional quotations for the design of a website.**

Action: Funding Terms and Conditions to be signed and returned LPJ
Further quotations for website design to be sought MH & DW

10) Publication Policy

Resolved: to defer this item to the next ordinary meeting

JK moved discussion of item 11 to the end of the meeting

12) Supplementary Information Sheet

The contents of this were noted

13) Items for the Next Agenda

- Appointment of a Lengthsman
- Draft budget and precept
- Adoption of policies and regulations
- Report from the NDP steering group
- Confirmation of Clerks contract

14) Date of Next Meeting

It was agreed that the next meeting would be held on 21 November 2013 at 7.30pm The Old School

15) Exclusion of Public

Resolved: to defer this item to the next ordinary meeting

16) Clerk's Contract of Employment

Resolved: to defer this item to the next ordinary meeting

11) Response to Letters received

Further correspondence had been received regarding the conduct of members in regard to a planning application.

Resolved: that no further actions need be taken by members regarding the matters in question and that there were no further comments to be made in addition to those set out in KCPC's letter to the correspondent of 22 March 2013.

Action: Letter giving this decision be sent to the correspondent LPJ