

**KINGS CAPLE PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**Thursday 22<sup>nd</sup> January, The Old School, Kings Caple**

**Present**

Jake Keogh (JK) Chair, Harry Waymouth (HW) Vice Chair, Mike Harris (MH), Russell Nunn (RN)

**Attending**

Liz Parry-Jones (LPJ) Clerk, Ward Cllr Barry Durkin (BD)

**Action**

1. Apologies for Absence  
Apologies were accepted from Julie Brandram Jones (JBJ) and Andrew Beckett (AB)
2. Declarations of Interest and Requests for Dispensations  
MH declared an other interest in item 7 Finance  
  
***Resolved: to invite the vice chair of the Kings Caple School governors to give a presentation***  
The presentation from the vice chair of the School governors was noted
3. Report from Ward Cllr Durkin  
Cllr Durkin's monthly report had been sent to members prior to the meeting. In addition he informed members of: Herefordshire Council's emphasis on digital methods of contact including its "Do it On-line" portal; Herefordshire Council's consideration of three expressions of interest in the Edgar Street football ground.
4. Representations from the Public  
None
5. Minutes of the Previous Meeting  
***Resolved: to approve the Minutes of the meeting of 20<sup>th</sup> November 2014 as drafted***
6. Updates on Action Points  
It was noted that the guidance for Riparian Owners has not yet been sent to land owners
7. Parish Meeting  
The notes of the Parish Meeting of 15<sup>th</sup> January 2015 had been sent to members prior to the meeting and were noted.
8. Finance
  - a) Update.  
It was noted that the bank account balances were as follows:  
Current Account as at 13/01/2015 £6,489.19  
Reserve Account as at 13/01/2015 £1,736.34  
A copy of the cashbook showing payments and receipts to date was circulated
  - b) Precept and Budget 2015/16  
***Resolved: to make a precept request of £6,680 and to approve the 2015/16 budget as drafted with the following amendments:***
    - ***Allocate £700 to the NDP***
    - ***Allocate £1,000 as additional contribution under the new Lengthsman Scheme***
    - ***Allocate the remaining unallocated reserve to the Projects reserve***
  - c) Invoices and Payments  
***Resolved: to approve the payments as per the Payments Schedule*** (see below)

HW

Signed.....

Date.....

Chairman

- 9. Highways
  - a) Update from Highways Link Person  
There remains unspent money in the budget for which a plan will be drawn up. RN
  - b) New Lengthsman Scheme  
Details of the new scheme had been circulated prior to the meeting.  
**Resolved: to defer the decision about the basis on which to join the scheme until after the briefings from Balfour Beatty in February.**
  - c) Works to be undertaken by the Lengthsman  
Agreed, grips to be re-cut, salt bins to be churned, street furniture to be cleaned, drain covers to be cleared. HW, Clerk
  - d) Defects to be Reported  
Water is flowing on to the road close to Poulston Farm, manhole cover at Sellack Boat is lifting and spilling water. Clerk
  
- 10. Planning
  - a) Comments on new applications  
No new applications
  - b) Recent Decisions  
Noted that P143439/FH Stradbroke, Caple Avenue. Proposed extension and alteration to form first floor dependants' accommodation. Granted with conditions.
  - c) Other Planning Matters  
None
  
- 11. Neighbourhood Development Plan  
MH reported. Due to a delay in the provision of SHLAA data from Herefordshire Council the publication of the draft plan will be delayed until after the elections on 7<sup>th</sup> May. The Project plan and expenditure to date were provided. £1,168.00 of the grant funding was unspent as at 31 December 2014 and will be returned.
  
- 12. Resignation of Cllr Williams  
Election Services had been informed of Cllr Williams resignation and notification of whether there has been a call for an election is awaited.  
**Resolved: not to seek to co-opt a new member prior to the elections in May.**
  
- 13. Elections  
**Resolved: to circulate a newsletter to residents informing them of the role of the Parish Council and the process of becoming a member.** JK, Clerk
  
- 14. Risk and Liability  
**Resolved: RN to produce a schedule of the areas to be addressed.** RN
  
- 15. Information Sheets and Correspondence  
Noted. MH will attend HALC course on working with village halls.  
**Resolved: to offer to fund a member of the public to attend the Loneliness Conference on 31/01/2015.**
  
- 16. Items for the Next Agenda
  - Risk and liability
  - Newsletter
  - Wildlife areas
  - Heritage Group
  
- 17. Exclusion of the Public  
**Resolved: to exclude public in order to discuss Clerk's employment matters**
  
- 18. Clerks Salary  
**Resolved: to adopt the recommended revised pay rate for the Clerk's salary.**

Signed.....  
Chairman

Date.....

**Payments Approved at the Meeting 22<sup>nd</sup> January 2015**

<b>Payee</b>	<b>Details</b>	<b>Budget heading</b>	<b>Net £</b>	<b>VAT/PAYE £</b>	<b>Gross £</b>
Mike Harris	Refreshments at open day	NDP	10.00	3.86	10.00
	15 Feb 2014	NDP	19.36		23.22
	Stationery		10.00		10.00
	Electricity at meeting room				
Indesign	Web hosting 12 months	NDP	48.00	9.60	57.60
KC Old School Fund	Meeting room hire	NDP	40.00		40.00
E Parry-Jones	PAYE (paid to HMRC)	Clerks Salary	126.00	4.00	126.00
	Stationery		15.99		19.99
			6.36		6.36

Signed.....  
Chairman

Date.....