

**KINGS CAPLE PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**Thursday 29<sup>th</sup> May 2014 7.30pm, The Old School, Kings Caple**

**Present**

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

**Attending**

Barry Durkin (Ward Cllr), Liz Parry-Jones (LPJ) Clerk, 2 members of the public

**Action**

1. Election of Chairperson  
**Resolved unanimously to elect Jake Keogh as Chairperson**  
 JK signed an Acceptance of Office declaration
  
2. Election of Vice-chairperson  
**Resolved unanimously to elect Harry Waymouth as Vice-chairperson**
  
3. Representations From the Public  
 A member of the public reported that vehicles were regularly parked outside the Toll House and were restricting visibility for other vehicles coming into the village from Hoarwithy. JK advised attempts would be made to speak to the owner of the vehicles and request that they use the lay-by at the other end of the bridge. It was also reported that it appeared that trees in the lay-by had begun to lean.  
 As Ward Cllr Durkin was attending JK invited him to make a presentation. Cllr Durkin summarised his monthly report.  
 JK then invited further questions from the public to Cllr Durkin and members.  
 A member of the public raised the following:
  - a) *When would the requests under the Freedom of Information Act (FoIA), made in June and July 2014, be complied with?* JK responded that all documentation covered in the requests that was held by the Parish Council at the time the requests were made had been provided and therefore the requests had been fully complied with.
  - b) *There had been a further letter to the Parish Council from the Monitoring Officer dated 12/03/13 which had not included in the information provided in response to the FoIA request.* JK responded that this letter had only been received by the Parish Council on 25/02/14 and so could not have been provided in response to the requests under the FoIA. There had been no further FoIA request since the Parish Council had been it receipt of this letter.
  - c) *What did the letter from the Monitoring Officer dated 12/03/13 say?* JK declined to provide this information on the grounds that the letter had been marked 'Private and Confidential'.
  - d) *It was the member of the public's opinion that the Parish Council had ignored the recommendation of the Monitoring Officer made in this letter.* JK responded that the letter had been considered at the extra-ordinary meeting of 6<sup>th</sup> March 2014 at which the members found that the recommendation in the letter had already been complied with and that no further action was therefore necessary
  - e) *Cllrs Keogh and Waymouth had not acted with open minds at the recent planning enquiry concerning Pennoxstone Court or when the planning application was considered by the Parish Council and that at that meeting they should have declared interests and not voted on the matter.* JK advised that any member of the public had the right to report any possible breaches of the Code of Conduct by members to the

Signed.....  
 Chairman

Date.....

Monitoring Officer.

- f) *What was the source of the funds for the Parish Council members at the recent Planning Enquiry?* JK responded that he had spoken at the enquiry as a witness for the Kings Cuple Residents Group; other members of the Parish Council had spoken as private individuals. The Parish Council had not spent any money or contributed in any way to the costs incurred by the Kings Cuple Residents Group in employing legal representation.

The member of the public was not satisfied with the answers provided to the queries and continued to re-ask the questions. Ward Cllr Durkin, acting in an independent advisory capacity, advised them that any complaints against the actions of members of the Parish Council should be made to the Monitoring Officer.

- 4. Apologies for Absence  
None

- 5. Declarations of Interest and Requests for Dispensations  
None

- 6. Minutes of the Previous Meeting  
**Resolved: to approve the Minutes of the meetings of 27/03/14**  
The Minutes were signed by JK

- 7. Update on Action Points from the Minutes of the Previous Meetings  
These were to be considered under Agenda items to follow.

- 8. Matters Raised at the Annual Parish Meeting of 24<sup>th</sup> April  
There were no matters raised at the Annual Parish Meeting to be brought to this meeting

9. Finance

- a) Financial Update and current bank balances  
A copy of the cashbook showing receipts and payments to the end of 2013/14 had been sent to members prior to the meeting. It was noted that this showed a closing balances for the year as follows:

Current Account	£4,396.99
Parish Plan Account	£5,383.84

It was noted that the bank account balances as at the latest statements dated 13/04/14 were as follows:

Current Account	£8,028.35
Parish Plan Account	£5,428.84

- b) Annual Return  
Due to the Clerk’s recent absence it had not been possible to complete the Annual Return. A request to delay the date of Audit to 23/06/14 had been made and accepted.

**Resolved: to defer consideration of the Annual Return to an extra-ordinary meeting**

- c) New Financial Regulations  
The final draft of the revised Financial Regulations had been sent to members prior to the meeting.

**Resolved to adopt the Financial Regulations as drafted.**  
JK thanked DW for his work in preparing these.

- d) Payments  
**Resolved: to approve the payments itemised in the payments schedule (see below)**

- e) Finance Working Group  
**Resolved that AB, JBJ and JK be appointed to the Finance Working Group**

Signed.....  
Chairman

Date.....

10. Highways

- a) Update from Highways Link person  
RN provided a review of the matters covered in 2013/14 in particular:
  - i. the liaison and monitoring role with regard to the repair works at the bridge
  - ii. the appointment of the Lengthsman. Attention had initially been focussed on ensuring that the grips and gullies were clear and flowing. In addition to regular maintenance of this drainage, attention will now be directed to any specific drainage problem areas and to grass cutting. Landowner's co-operation was being sought and received in clearing the ditches. Next works order to be Lengthsman to include widening of grips to 1m.
- b) New defects to be reported  
HW had prepared a list of current defects to be forwarded to Balfour Beatty.
- c) Appointment of Highways Link Person for 2014/15  
**Resolved: RN to continue in this role with assistance from HW**  
JK thanked RN and HW for their work in respect of Highways and the Lengthsman.

LPJ

11. Allocation of Other Responsibilities

**Resolved: to make/confirm the following appointments:**  
**HW – notice boards, dogs and PFO**  
**MH – webmaster**

12. Bus Service Review

HW reported that it is proposed that Service 44 will now terminate at Kings Thorn rather where it will connect with a Hereford service. The contracts are currently out for tender and so the may be further alterations to the proposed services.

13. Planning

- a) Comments on new applications  
There had been a further application for works to trees covered by TPOs at Caradoc Meadows.  
**Resolved: to make no comment on this application as a letter had already been made to the planning department about works to these trees at Caradoc Meadows.**
- b) Recent decisions by Herefordshire Council  
There had been no new decisions since the last meeting
- d) Other planning matters  
None

14. Neighbourhood Development Plan

MH reported that Data Orchard have completed the initial analysis of the public questionnaire responses and circulated copies of the findings report. There is to be a public meeting to present the results on 28<sup>th</sup> June. The Steering Group will be identifying 6/7 key elements for further in-depth analysis. The Village Design Statement is being produced. On 17<sup>th</sup> June the Steering Group will receive a presentation from Planning Aid England on the Vision Statement and drafting policies. A second newsletter to all residents would be sent out with in the coming week.

15. Supplementary Information Sheets

The contents of the Supplementary Information Sheets, including the list of correspondence, were noted.

Signed.....  
Chairman

Date.....

16. Meeting dates for 2014/15

**Resolved: Parish Council meeting for 2014/15 would be as follows:**

**July 10<sup>th</sup> 2014**

**Jan 22<sup>nd</sup> 2015**

**Sept 18<sup>th</sup> 2014**

**Mar 19<sup>th</sup> 2015**

**Nov 20<sup>th</sup> 2014 Draft budget presentation**

**May 14<sup>th</sup> 2015 Annual Meeting**

17. Items for the Next Agenda

No items were raised

The meeting closed at 9.30pm

Signed.....  
Chairman

Date.....