

## KINGS CAPLE PARISH COUNCIL

### Minutes of the Meeting of the Parish Council

**Thursday 24<sup>th</sup> March 2016, The Old School, Kings Caple**

#### **Present**

Penny Brandram-Jones (PBJ), Julie Brandram Jones (JBJ), Tim Over (TO), Russell Nunn (RN), Andrew Barnfield (AB)

#### **Attending**

1 member of the public, Liz Parry-Jones (LPJ) Clerk,

- |   | <b>Action</b> |
|---|---------------|
| <p>1 <u>Apologies for Absence</u><br/>Apologies were accepted from Andrew Eames and Harry Bees</p>  |               |
| <p>2 <u>Declarations and Requests for Dispensations</u><br/>None</p>  |               |
| <p>3 <u>Minutes of Previous Meeting 21<sup>st</sup> January 2016</u><br/><b><i>Resolved: at Minute 10a to add the words “and was approved and signed by the Chair” to the final sentence and approve then approve the Minutes as drafted</i></b></p>  |               |
| <p>4 <u>Updates on Previous Action Points</u></p> <ul style="list-style-type: none"> <li>• Adoption of BT kiosk now completed. The Heritage Group have been informed.</li> <li>• Highways defects, request made for additional salt bins</li> </ul> <p>Other action points to be covered under agenda items</p>   |               |
| <p>5 <u>Representations from the Public</u><br/>None</p>  |               |
| <p>6 <u>Finance</u></p> <p style="padding-left: 20px;">a) Current Financial Position.<br/>A copy of the cash books (payments and receipts to date) had been sent to members prior to the meeting showing balances as at 13/03/16 of:<br/>Current Account £7,066.05<br/>Parish Plan Account £356.63<br/>The latest available bank statements as at 13/03/16 showed balances as follows:<br/>Current Account £6,709.42<br/>Parish Plan Account £356.63<br/>A bank reconciliation had also been provided to members prior to the meeting and was agreed and signed by the Chair</p> <p style="padding-left: 20px;">b) Internal auditor<br/><b><i>Resolved: to obtain details of HALC service and get comparative quote from previous internal auditor</i></b></p> <p style="padding-left: 20px;">c) Use of CTG for electrical works to Old School<br/><b><i>Resolved: to use the Community Technology Grant to cover the whole cost of the electrical works associated with the provision of broadband service to the Old School</i></b></p> <p style="padding-left: 20px;">d) Invoices and Payments<br/><b><i>Resolved: to approve the payments listed in the payments schedule below</i></b></p> | Clerk         |
| <p>7 <u>Insurance provider</u><br/>Three quotes had been requested, two received from Came &amp; Co and Zurich.<br/><b><i>Resolved: to select Zurich via its Small Ticket Scheme</i></b></p>  | Clerk         |

Signed.....

Date.....

Chair

- 8 Planning
- a. Comments on new applications  
None
  - b. Recent Decisions by Herefordshire Council  
None
- 9 Financial Regulations  
**Resolved: The existing Financial Regulations have been reviewed and are considered to be adequate and appropriate.**
- 10 Highways and PROW
- a) Update from Highways Liaison  
RN provided an update. Various defects have been noted and reported to BBLP including a blocked gully near Hill Cottage and potholes at the bridge. BBLP have indicated that resurfacing work will be undertaken at the bridge, date unknown.
  - b) Annual Maintenance Plan.  
Resolved: to submit the AMP for 2016/17 as drafted, items similar to those for 2015/16
  - c) Works to be undertaken by the Lengthsman  
RN to provide list to Clerk
  - d) Defects to be Reported  
As above in a)
- 11 Neighbourhood Plan  
The Clerk read a report from the Chair of the NDP group. A draft plan for Regulation 14 consultation is anticipated within the next few weeks and will be sent to the Parish Council.
- 12 Pennoxstone Court Farm CLG Representative  
AE and RN put forward their names for this position.  
**Resolved: To appoint Russell Nunn as the Parish Council Representative on the Pennoxstone Court Farm CLG**  
Clerk to inform Pennoxstone Court Farm
- 13 Asparagus Liaison Group Representative  
It was noted that there is no position on this group for a representative from the Parish Council. Minutes of the previous two meetings had been sent to the Clerk and had been forwarded to members.
- 14 HM Queen 90<sup>th</sup> Birthday Celebration  
It was noted that the Community Group will be organising an event  
**Resolved: the Parish Council will not organise any event in celebration of HM Queen's 90<sup>th</sup> birthday**
- 15 Response to Peterchurch PC's Letter re Herefordshire Council  
It was agreed that members did not share the view of Peterchurch PC regarding Herefordshire Council  
**Resolved: No response to Peterchurch PC**
- 16 Supporting Information and Correspondence  
Noted.
- 17 Items for Next Agenda
- Feedback from Pennoxstone Farm CLG meeting

Signed.....  
Chair

Date.....

**Payments approved at meeting 24<sup>th</sup> March 2016:**

<b>Payee</b>	<b>Details</b>	<b>Budget heading</b>	<b>Net £</b>	<b>VAT/PAYE £</b>	<b>Gross £</b>
E Parry-Jones	Repayment of BT invoices Feb Ink cartridges (1/3 of £57.99)	Internet provision Admin	16.11	3.22	28.54 19.33
HALC	Annual subscription Training session	Admin Training	283.52 8.25	56.71 1.65	340.23 9.90
Old School	Electrical work for provision of broadband at the Old School	Grant			110.00
HMRC	PAYE 06/01/16 – 05/04/16	Clerk's salary			*67.20
ICO	Information Commissioner Data handling annual registration	Admin			35.00
Herefordshire Council	Repayment of unused Community Technology Grant Election costs (07/05/2015)	Grants			146.23 34.60

\* estimated figure

Signed.....  
Chair

Date.....