

**KINGS CAPLE PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**Thursday 24<sup>th</sup> November 2016, The Old School, Kings Caple**

**Present**

Penny Brandram-Jones (PBJ), Andrew Eames (AE), Andrew Barnfield (AB), Tim Over (TO)

**Attending**

Liz Parry-Jones (LPJ) Clerk

- |   |  |        |
|---|--|--------|
| 1 | <p><u>Apologies for Absence</u><br/> Apologies were accepted from Julie Brandram Jones (JBJ), Harry Bees (HB) and Russell Nunn (RN),</p>   | Action |
| 2 | <p><u>Declarations and Requests for Dispensations</u><br/> AE declared an other interest in item 7, NDP</p>  |        |
| 3 | <p><u>Minutes of Previous Meetings</u><br/> <b><i>Resolved: to approve the Minutes of 7<sup>th</sup> September as drafted. That the Minutes of 22<sup>nd</sup> Sept should be revised to reflect the view expressed at the meeting that, in future, disrupting interruptions by the public will not be tolerated and that Standing Orders will be followed. The revised Minutes will be considered at the next meeting.</i></b></p>  | Clerk  |
| 4 | <p><u>Updates on Previous Action Points</u><br/> CiLCA – One of the other parishes for which the Clerk works has proposed that it should contribute a lesser pro-rata amount based on the level of its precept, it is due to make a final decision on 2811/2016.<br/> All other action points to be covered under agenda items.</p>  |        |
| 5 | <p><u>Report from Ward Councillor</u><br/> Cllr Durkin was not present.</p>  |        |
| 6 | <p><u>Representations from the Public</u><br/> None</p>  |        |
| 7 | <p><u>Neighbourhood Development Plan</u></p> <p>a. Update. The Chair and another member of the NDP Steering Group gave an overview of the progress since the last meeting. All the documents required for submission to Herefordshire Council have now been completed and had been provided to members ahead of the meeting. It was noted that a further consultancy advice had been required and that there would be an additional cost of £160. Members congratulated the NDP Steering Group on the production of the final Plan and other documentation and acknowledged the commitment and efforts of all involved especially that of Mike Harris and Adrian Harvey.</p> <p>b. Approval of Documents for submission to Herefordshire Council (Regulation 15)</p> <p><b><i>Resolved: To approve the following documents for submission to Herefordshire Council for Regulation 16 approval:</i></b><br/> <b><i>KC NDP Final Plan ver. 6.0,</i></b><br/> <b><i>KC Parish Policies map,</i></b><br/> <b><i>KC Village Policies map,</i></b><br/> <b><i>KC Environmental Report November 2016,</i></b><br/> <b><i>Kings Caple Habitats Regulation Assessment Addendum November 2016,</i></b><br/> <b><i>KC Consultation Statement ver. 1.1, KC Basic Conditions Statement (October 2016)</i></b></p> | Clerk  |

Signed.....

Date.....

Chair

8 Highways and PROW

- a. Update by Highways Liaison Person. RN not present, no update.
- b. Works to be undertaken by Lengthsman.  
**Resolved: to defer this item to the next meeting**
- c. Defects to be reported to BBLP. No new defects not already reported
- d. Lengthsman and P3 Schemes, Expression of Interest.  
**Resolved: to join both schemes at a level to obtain the maximum level of grant funding.**

9 Finance

- a) Current Financial Position.  
A copy of the cash books (payments and receipts to date) as at 11/11/16 had been sent to members prior to the meeting. It was noted:  
Current Acc. £8,255.19  
Parish Plan Acc. £356.63  
The latest bank statements (13/11/2016) showed balances as follows:  
Current Account £ 8,587.59  
Parish Plan Account £356.63  
A bank reconciliation had also been provided to members prior to the meeting.
- b) Budget 2017/18  
A draft budget had been circulated prior to the meeting. It was agreed that it should be investigated as to how much the telephone line and broadband service to the Old School is used and further consideration should be given to whether this should be funded by the PC. Confirmation of the terms of the contract with BT is to be obtained. This information will be considered when the final budget is approved at the next meeting. It was also agreed that provision should be made for supporting the Clerk's CiLCA qualification but that pending the result of the decisions by the other PCs involved the amount allocated may need to be increased. The draft budget to be published on the website and notice board.  
**Resolved: to approve the draft budget as proposed**
- c) Invoices and Payments  
**Resolved: to approve the payments listed in the payments schedule below**

10 Planning

- a. Comments on new applications  
None
- b. Recent Decisions by Herefordshire Council  
Land

11 Standing Orders

AE proposed various changes

**Resolved: to seek advice from HALC as to the proposed changes and to confirm or further amend the Standing Orders at the next meeting.**

Clerk

12 Supporting Information and Correspondence

Noted

14 Items for Next Agenda

- Budget And Precept 2017/18
- Standing Orders

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

Payee	Details	Budget heading	Net £	VAT/PAYE £	Gross £
E Parry-Jones	Printer ink cartridges and paper	Admin	21.14	4.22	25.36

Signed.....

Date.....

Chair