

**KINGS CAPLE PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**Tuesday 7<sup>th</sup> July 2015, The Old School, Kings Caple**

**Present**

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

**Attending**

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

|   | <b>Action</b> |
|---|---------------|
| 1 <u>Election of Chairperson</u><br>The meeting was chaired by JK for this item. PBJ was nominated, there were no other nominations.<br><b>Resolved: to elect Penny Brandram-Jones as Chairperson.</b><br>PBJ signed a declaration of office as Chairperson and took the chair.   |               |
| 2 <u>Election of a Vice-chair</u><br>RN was nominated, there were no other nominations.<br><b>Resolved: to elect Russell Nunn as Vice-chair.</b>  |               |
| 3 <u>Apologies for Absence</u><br>Apologies were accepted from Harry Bees and Andrew Eames  |               |
| 4 <u>Declarations and Requests for Dispensations</u><br>TO declared a DPI in item 13a   |               |
| 5 <u>Minutes of the Previous Meeting</u><br>The minutes of the meeting of 1 <sup>st</sup> May 2015 were noted. As only two members of the previous council remain it was not possible to approve these minutes.   |               |
| 6 <u>Updates on Previous Action Points</u><br>Dog bins.<br><b>Resolved: Full costings to be obtained and possible locations identified and consideration to be deferred to the next meeting</b>   | RN            |
| 7 <u>Report from the Ward Councillor</u><br>Ward Cllr Durkin's monthly report had been sent to members. In addition he invited members to write to the Overview and Scrutiny Committee with any opinions in the future of the Herefordshire Council owned small holdings. On a recent inspection of roads in the ward with the Balfour Beatty Locality Steward the uneven road surface at Hoarwithy Bridge had been noted and is being monitored. |               |
| 8 <u>Representations from the Public</u><br>None  |               |
| 9 <u>Topics for consideration in 2015/16</u><br><b>Resolved: to defer this item to a future meeting</b>   |               |
| 10 <u>To Appoint Members to Responsibilities and Working Groups</u><br><b>Resolved: members responsibilities to be as follows</b><br><b>Finance – PBJ, JBJ to be assisted by former chairman Jake Keogh</b><br><b>Highways – RN</b>   |               |

Signed.....Penny Brandram-Jones.....

Date.....17/11/15.....

Chair

- |   |  |
|---|--|
| <p>11 <u>Policies and Procedures</u><br/>                 All existing policies and procedures and templates for those not in place to be sent to members.<br/> <b>Resolved: Standing Orders to be considered and suggested amendments to are to be brought to the next meeting. The Finance Group to consider the Financial Regulations and to recommend any alterations at the next meeting.</b></p>  | <p>Clerk<br/><br/>All<br/>PBJ, JBJ</p>         |
| <p>12 <u>Finance</u><br/>                 a) Financial Update.<br/>                 A copy of the cash books (payments and receipts to date) had been sent to members prior to the meeting showing balances of:<br/>                 Current Account £7,127.38<br/>                 Parish Plan Account £356.63<br/>                 The latest available bank statements as at 13/06/15 showed balances as follows:<br/>                 Current Account £7,298.98<br/>                 Parish Plan Account £356.63<br/>                 b) Bank Signatories<br/> <b>Resolved: to appoint Penny Brandram-Jones, Andrew Barnfield, Tim Over, Julie Brandram Jones and Russell Nunn as bank signatories.</b><br/>                 Necessary forms to be sent to members<br/>                 c) Invoices and Payments<br/> <b>Resolved: to approve the payments listed in the payments schedule (see below)</b></p>  | <p>Clerk</p>                                   |
| <p>13 <u>Planning</u><br/>                 a) New Applications<br/>                     i. 151752 Land adjacent to Seven Acres. Members had conducted a site visit immediately prior to the meeting<br/> <b>Resolved: to submit the following comments to Herefordshire Council</b><br/> <b>Kings Cuple Parish Council supports the application subject to the following conditions:</b><br/>                 • <b>measures should be put in place to ensure that the visual impact of the development from Sellack and other locations in the valley is minimised due to the site's elevated position within the AONB. Any screening planting must be protected and maintained.</b><br/>                 • <b>The two properties should both be of similar materials rather than one in white render and one red brick.</b><br/>                 • <b>safe access to the PROW KC11 (part of the Herefordshire Trail) must be ensured</b><br/>                 b) Applications Previously Commented on and Recent Decisions<br/>                 None</p> |  |
| <p>14 <u>Highways</u><br/>                 a) Lengthsman Scheme.<br/>                 The terms of the Scheme were noted<br/>                 b) Works to be undertaken by the Lengthsman<br/>                 A list of works is to be provided by RN and Harry Waymouth. It was agreed that a proactive approach should be taken to getting landowners to fulfil their responsibilities regarding drainage ditches and discharging water on to the roads. The guidance to Riparian Owners is to be re-issued to parishioners with the aim of encouraging major land owners to do any necessary works this autumn post-harvest<br/>                 c) Defects to be Reported<br/>                     • Street lamp in Caple Avenue not working<br/>                     • Uneven road surface on the approach to Hoarwithy Bridge<br/>                 d) Siting of School Warning Sign<br/> <b>Resolved: to defer this item to a future meeting</b></p>   | <p>RN<br/><br/>PBJ &amp; RN<br/><br/>Clerk</p> |

Signed.....Penny Brandram-Jones.....

Date.....17/11/15.....

Chair

- 15 Neighbourhood Plan
- a) Appointment of NDP Working Group  
**Resolved: To appoint the members of the NDP Working Group as proposed (see list below) to be chaired by Mike Harris**
- b) Report from NDP Working Group  
 An update report from the NDP Working Group had been sent to members prior to the meeting and was noted.
- 16 Dates of Meetings 2015/16  
**Resolved: to hold Parish Council meetings at the Old School beginning at 7.30pm on the following dates**
- September 17**  
**November 19**  
**January 21**  
**March 17**  
**May 19**
- 17 Agenda Information Sheets  
 Noted
- 18 Correspondence  
 Noted
- 19 Items for Next Agenda
- Request from CAB
  - Review of Policies and Procedures
  - Dog bins
  - School sign

**Payments approved at meeting 7<sup>th</sup> July 2015:**

| Payee         | Details                                     | Budget heading | Net £ | VAT/PAYE<br>£ | Gross £ |
|---------------|---|----------------|-------|---------------|---------|
| Mike Harris   | Broadband provision                         | BT Pole        |       |               | 43.70   |
| HMRC          | PAYE 06/04/15 – 05/07/15                    | Clerk Salary   |       |               | 67.20   |
| E Parry-Jones | SLCC membership 5/13 <sup>ths</sup> of £118 | Admin          |       |               | 45.38   |

**Neighbourhood Development Plan Working Group**

**Members**

|                      |                        |                  |
|----------------------|------------------------|------------------|
| Mike Harris          | Chair- Project Manager | Andrew Eames     |
| Jake Keogh           |                        | Neil Cockburn    |
| Janet Copper         |                        | Richard Gregory  |
| Jack Everett         |                        | Patricia Gregory |
| Julie Brandram Jones |                        | Rene Keogh       |
| Andrew Beckett       |                        | Wendy Harris     |
| Adrian Harvey        |                        | Shelia Hook      |
| Peter Harris         |                        | John Otieno      |

Signed.....Penny Brandram-Jones.....

Chair

Date.....17/11/15.....