

# HOW CAPLE SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

Held on

**Tuesday 26<sup>th</sup> May 2026 at 7pm**

At Brockhampton Village Hall

**Present:** Councillors: John Jackson (Chairman), Ed Rogers and Fiona Fyshe

**In attendance:** Clerk: Neil Barrington Ward Cllr Barry Durkin., Terry Griffiths (Lengthsman) 0 members of the public.

## **1. Election of Chairman:**

Cllr John Jackson was proposed and seconded for the office of Chair.

**It was RESOLVED:** to elect Cllr John Jackson as Chairman of How Caple, Sollers Hope and Yatton Group Parish Council for 2026/27. Cllr Jackson signed his Declaration of Acceptance of Office.

## **2. To receive apologies for absence:**

Apologies were received and accepted from Cllr Hugh Bodington, David Reeve-Tucker. Elizabeth Glover PCSO Kirsten Kysow.

## **3. To receive declarations of interest and written requests for dispensation:**

None declared

## **4. Election of Vice Chairman:**

Cllr Hugh Bodington was proposed and seconded for the office of Vice Chair.

**It was RESOLVED:** to elect Cllr Hugh Bodington as Vice Chairman of How Caple, Sollers Hope and Yatton Group Parish Council for 2026/27

## **5. To consider the minutes of the Parish Council Meeting on 10<sup>th</sup> March 2026:**

**It was RESOLVED:** to approve the minutes as a true record of the meeting. The minutes were duly signed by the Chair.

## **6. Public Participation:**

### **6.1. To receive report from the Ward Councillor:**

Cllr Durkin had submitted a written report which was taken as read. It was noted that the report is available on the Parish Council website. The following matters were noted:

- The recent passing of Cllr Johnson
- Elections next year
- New Herefordshire County Council Chief Executive
- Budget deficit
- Financial strategy submitted

- Local government boundary commission
- M Group to start on June 1
- Last contract for Mayfair consultation on the future
- Library consultation
- Talk Community
- Annual tourism conference
- Charter for the River Wye
- £1000 discretionary grant for Ward Councillor to award

**6.2. To receive report from PCSO Kirsten Kysow:**

PCSO Kysow was not present and there was no report.

**6.3. To receive representations from members of the public on parish matters:**

No members of the public attended

**7. Finance:**

**7.1. Financial Report:**

Members received and considered a financial report including the 25/26 year-end budget monitoring report. The report was taken as read and no questions were raised.

**It was RESOLVED:** to approve the report.

**7.2. Asset Register:**

Members were informed that the Asset Register has been updated since last year to reflect in-year purchases and disposals (none). It was noted that the total value of assets is £12783.62.

**It was RESOLVED:** to approve the Asset Register at 31.3.26.

**7.3. Annual Governance and Accounting Return 2025/26**

**7.3.1. Internal Audit Report:** Members received and noted the Internal Audit Report for 2025/26.

**7.3.2. Annual Governance Statement:** Members considered each assertion on the Annual Governance Statement for 2024/25.

**It was RESOLVED:** to approve the Annual Governance Statement for 2025/26

**7.3.3. Annual Accounting Statement:** Members received and noted the Annual Accounting Statement for 2024/25. There were no queries raised.

**It was RESOLVED:** to approve the Annual Accounting Statement for 2025/26

**7.3.4. Certificate of Exemption:** Members agreed that the accounts meet the qualifying criteria for exemption.

**It was RESOLVED:** to submit a Certificate of Exemption for the External Audit 2025/26

**7.3.5.Period for the Exercise of Public Rights:** Members considered dates of the Period for the Exercise of Public Rights in line with the external audit requirements.

**It was RESOLVED:** to set the dates from Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July 2026.

**7.4. To review Banking signatures 2026/27:**

Members reviewed the bank signatories on the Lloyds Bank account.

**It was RESOLVED:** to keep the current signatories

**7.5. Insurance:**

The broker (Clear Councils) has proposed renewal with Ecclesiastical Insurance Office Plc at a cost of £452.48.

**It was RESOLVED:** to accept policy terms with Ecclesiastical Insurance Office Plc at an annual cost of £452.48

**7.6. Payments:**

Members were asked to ratify the following payments made between meetings:

- 7.6.1 Local Authority TE - £350.40 inc Vat
- 7.6.2 Clerk Salary (Mar, Apr), in accordance with contract
- 7.6.3 HMRC, PAYE March April, in accordance with contract
- 7.6.4 Terry Griffiths Contracts - £6373.92 inc Vat
- 7.6.5 Autela Payroll - £102 inc Vat
- 7.6.6 HALC -£558.80 inc Vat
- 7.6.7 Elan City - £138.67 inc Vat
- 7.6.8 Clerk expenses £9.90 (increase in petrol allowance to 0.55 per mile)

**It was RESOLVED:** to ratify the payments made between meetings.

**7.7. Payments:**

Members were asked to consider the following invoices for payment:

- 7.7.1.Brockhampton Village Hall, 4 x 2025/26 Meetings, £80
- 7.7.2.Neil Barrington, Clerk Salary (May), in accordance with contract
- 7.7.3.HMRC, PAYE May, in accordance with contract
- 7.7.4.Terry Griffiths Contracts TGC 3865 -£616.44 Inc Vat

**It was RESOLVED:** to approve the invoices for payment.

**7.8. ICO Fees:**

Members noted the direct debit payment to the Information Commissioners Office (ICO) of £47.00.

**7.9 To note bank charges – Mar, Apr = £8.50**

**7.10 To note Receipts:**

- 7.10.1 First half of Precept - £5250
- 7.10.2 Grants Lengthsman Drainage - £ 6276.41
- 7.10.3 Vat reclaim - £2901.53

**7.11 To consider awarding Clerk a work from home allowance of £5.20 – it was RESOLVED to award the clerk this payment**

**8. Working Groups:**

Members considered representation on a number of working groups. It was noted that working groups carry out preparatory work but all decisions are made by full council.

**8.1. Finance:**

**It was RESOLVED:** the membership of this group remain as 25-26

**8.2. Highways and Footpaths:**

**It was RESOLVED:** the membership of this group remain as 25-26

**8.3. Planning:**

**It was RESOLVED:** the membership of this group remain as 25-26

**8.4. Employment:**

**It was RESOLVED:** that the Chair and Vice Chair would form the Employment Working Group. The quorum for this group is 2.

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**9. Policies and Procedures:**

Members considered the following policies and procedures:

**9.1. Code of Conduct:**

**It was RESOLVED:** to renew the current Code of Conduct.

**9.2. Financial Regulations:**

**It was RESOLVED:** to renew the current Financial Regulations

**9.3. Reserves Policy:**

**It was RESOLVED:** to renew the current Reserves Policy, with an annual renewal date.

**9.4. Risk Register:**

**It was RESOLVED:** to renew the current Risk Register .

**9.5. Parish Plan:**

Members noted the existing plan was adopted last year for the current term, 2023-2027.

**It was RESOLVED:** to publicise the weblink to the Parish Plan.

**10. Meeting Dates:** Clerk confirmed these dates with the Village Hall. PC will meet bi-monthly 2<sup>nd</sup> Tuesday

Members considered the regular meeting dates for 2025/26.

**It was RESOLVED:** to set the meeting dates for the second Tuesday in January, March, May, July, September and November, at 7pm at Brockhampton Village Hall.

## **11. Planning:**

11.1 To consider other matters related to Planning:

None to currently consider

11.2 To note 260165 - Sapness Farm, Woolhope, Hereford, Herefordshire HR1 4RJ

11.3 To note 260483 - Sollers Hope Court, Sollers Hope Farm, Sollers Hope, Hereford, Herefordshire HR1 4RW

Both were Noted

## **12. Lengthsman, Highways and Footpaths:**

**12.1. Lengthsman:**

**12.1.1. To appoint a Lengthsman for 2026/27:**

**It was agreed to defer this decision until July to allow time to determine frequency and costs**

**12.1.2. Herefordshire Council Lengthsman Scheme Contract 2026/27:**

**It was RESOLVED:** to sign the contract with Herefordshire Council for 2026/27.

**12.1.3. Annual Maintenance Plan 2026/27:**

**It was RESOLVED:** to approve the Annual Maintenance Plan for 2026/27.

**12.1.4. Local Drainage Projects:**

**It was RESOLVED:** to approve the grant application

**12.2. Highways:**

**12.2.1. Works to be reported to Herefordshire Council:**

Rock farm, Road resurfacing over the parish

**12.3. Footpaths:**

**12.3.1. Parish Footpaths Officers:**

Members were asked to ratify the appointment of the Parish Footpaths Officers. Cllrs Boddington Fyshe

**It was RESOLVED:** that they continue for 2026-27

**12.3.2. Report and agree works as required:**

It was agreed to consider works for 2026-27

**12.3.3. PROW Funding 2026/27:**

Members were informed that the PROW funding will be available again for the forthcoming year.

**It was RESOLVED:** that the Clerk will put a proposal together when applications are invited.

Particular concern attached to bridge and footpath at Sollershope church

**13. Clerks Report:** There was nothing further to report.

**14. Next Meeting:** Tuesday 14<sup>th</sup> July 2026, 7pm, Brockhampton Village Hall.

**15. Agenda Items:**

**15.1.** Footpaths, Lengthsman

The meeting closed at 7.46pm

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Appendix A: Financial Report:**

**REPORT FOR COUNCIL MEETING:** 26<sup>th</sup> May 2026

**REPORT BY:** Neil Barrington, Clerk/RFO

**AGENDA ITEM:** Financial Report

**Bank Balance @ 30 April 2026:**

Lloyds Current: £9200.70

Lloyds Reserve: £3,098.91 (at 30/4/26)

Total Funds: £12299.61 (less invoices to be approved 26.5.26)

**Bank Reconciliation:**

A bank reconciliation has been carried out at 30/4/25 and will be passed to a non-bank signatory to verify at the meeting, as per Financial Regulations.

**Payments Received:****As in minutes****2025/26 Year End Final Position Report and Budget Monitoring:**

Final bank position at 31/3/26 was £ 6838.65

Total income was £23443.05

Total Expenditure was £24604.40

All changes are explained in bank variance report