

Upton Bishop Parish Council

Agenda for the meeting of the Parish Council

To be held online at 11:0am on Tuesday 14 April 2020

Councillors are summoned to attend. The Council is making every effort to include the public in its meetings and will expand the use of technology in the near future.

1. **Apologies:** - To accept apologies for absence
2. **Declarations:** - To receive declarations of interest and consider any written applications for dispensations
3. **Minutes of previous meeting:** - to consider minutes of the meetings held on 4 February 2020 and 3 March 2020
4. **Planning:** - to consider comments on application for determination by Herefordshire Council
 - 4.1. P200082/O - Land at Hilltop, Upton Bishop, HR9 7UG; proposed construction of foaling stables
 - 4.2. P191972/F - Land to the South of Upton Crews Upton Bishop; The erection of 5 no. dwellings and associated works
 - 4.3. P200287/FH - Holly Cottage, Phocle Green, HR9 7TW; Proposed side and rear extension and new garage block
 - 4.4. P200708/FH - 1 The Steppes, Phocle Green, HR9 7TW; Proposed single storey rear extension, 2-storey side extension, loft conversion (permitted development), detached garage/workshop with living accommodation in roof space
 - 4.5. P200644/F - Marsh Farm, Upton Bishop, HR9 7UP; Proposed change of use of land from agricultural to mixed use agricultural and equestrian. Proposed stable block including hay storage and storage for machinery for paddock maintenance
 - 4.6. P200979/F - Felhampton Farm, Upton Bishop, HR9 7UB; Proposed hay and straw barn
 - 4.7. Update on outstanding applications
5. **Finance:** -
 - 5.1. To approve financial reports for year ended 31 March 2020
 - 5.2. To approve bank reconciliation for 31 March 2020
 - 5.3. To review Administration Calendar to ensure all actions since January completed
 - 5.4. To approve the payments to: -

5.4.1.	Autela	Quarter 4 payroll services	£48.24
5.4.2.	HALC	subscription for 2020/21	£529.34
5.4.3.	HMRC	quarter 4 PAYE	£145.00
5.4.4.	Information Commissioner	2020/21 subscription	£40.00
5.4.5.	Richard Abolins	clerk's February and March expenses	£34.66
5.4.6.	Upton Bishop Millennium Hall	quarter 4 room hire	£112.00
5.4.7.	Wayne Reed	February/March lengthsman	£512.00
 - 5.5. To approve annual payments to: -

5.5.1.	UK2	web hosting, monthly	£8.34
--------	-----	----------------------	-------
 - 5.6. To ratify payment of £512 to Wayne Reed for December/January lengthsman cost
 - 5.7. To approve appointments of temporary officers in the absence of the Clerk
 - 5.7.1. Temporary Responsible Finance Office - Cllr Spencer is nominated
 - 5.7.2. Temporary administrator – Cllr Feist is nominated
6. **Policies and procedures:** - to approve following documents
 - 6.1. Standing orders
 - 6.2. Financial regulations
 - 6.3. Complaints policy
 - 6.4. Freedom of information publication scheme
 - 6.5. Press and media policy
 - 6.6. Risk management scheme
 - 6.7. Health and safety policy
 - 6.8. Employment policies:
 - 6.8.1. Equality policy
 - 6.8.2. Equal opportunities policy
 - 6.8.3. Anti-bullying policy
 - 6.8.4. Grievance policy
 - 6.8.5. Staff disciplinary policy
 - 6.8.6. Training and development policy
7. **Insurance:** - to consider quotations for 2020/21
8. **Handover:** - to agree actions relating to handover
9. **Next meeting:** - to be arranged

Signed *R J Abolins*

Clerk to The Council

7 April 2020