

Upton Bishop Parish Council

Agenda for the meeting of the Parish Council

To be held online at 7pm on Tuesday 7th July 2020

Councillors are summoned to attend. The Council is making every effort to include the public in its meetings – any member of the public wishing to attend should contact the Clerk for details.

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 2nd June 2020
 4. **Public participation session:** -
 - 4.1. To receive the report from the Ward Councillor
 - 4.2. To receive representations from the public (*15 minutes allowed with a maximum of 3 minutes per person*)
 5. **Traffic Calming project:** - **Update** by Cllr Spencer on meeting with Barry Durkin and Dwaine Bushell
 6. **Update on HC Drainage Grant** – Due to issues before the 2019 Parish Council was formed, we have been told UB does not qualify for Grant money this year. An appeal with Hereford Council has been made to reinstate this grant money to allow the Lengthsmanto carry out essential ditch work.
 7. **Land at Upton Crews** – Approve completed papers to be sent to HMRC and approve payment (see below)
 8. **Planning:** - to consider comments on application for determination by Herefordshire Council
 - 8.1. P201777 creation of a new residential access
 - 8.2. Update on outstanding applications including Leeward House, Beeches & Hilltop
 - 8.3. Update of completed planning applications
 9. **Finance:** -
 - 9.1. To approve financial report to 30th June 2020
 - 9.2. To approve bank reconciliation for 30 June 2020
 - 9.3. To approve the payments to: -

9.3.1. HMRC Application Fee to register Land Ownership	£40.00
9.3.2. Plus, a possible additional £40 which we doubt they will request for a site visit	£40.00
9.3.3. Herefordshire Council for Uncontested election	£85.37
9.3.4. Monthly fee of £12.50 for the continued use of Webex	£12.50
9.3.5. Purchase of a new laptop for the Clerk (see attached)	£510.00
9.3.6. Approve monthly cost for Microsoft software and antivirus	£60.00 pa
- N.B. Parish Clerk laptop** - The Clerk does not have a laptop as we missed the free funding a couple of years ago. At some point the new Clerk will need a laptop. Temporary Clerk is using an old personal laptop that is likely to fail at any time. This expenditure is offset by the savings on the clerk's salary.
10. **NDP update** - Finance approved and funding application submitted. In view of planning comments, a meeting to move forward will be convened as soon as funds are approved.
 11. **Footpath update** - Notified that work is to commence on the new septic tank and footpath from Manor House Road will be closed until October 2020. (notification has been circulated). Update from Andy Parr on any issues.
 12. **New clerk update** - **update** of the process of finding new clerk
 13. **C19 Masks** – from previous meeting, free masks are only available for community/charity work in Parish
 14. **Next meeting:** - Tuesday 1 September 2020 7.00pm Anyone wishing to join the virtual meeting, please send email to clerk@uptonbishoppcc.org for joining instructions

Signed

Alison Feist

Temp Clerk to The Council

23rd June 2020