

# Upton Bishop Parish Council

## Agenda for the meeting of the Parish Council

### To be held online at 7pm on Tuesday 2nd February 2021

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 5<sup>th</sup> January 2021
4. **Public participation session:** -
  - 4.1. Ward Report – Cllr Durkin
  - 4.2. To receive representations from the public (*15 minutes allowed with a maximum of 3 minutes per person*)
5. **Traffic Calming project:** - A date for a virtual meeting has been arranged and Barry Durkin will attend.
6. **Balfour Beatty** - roads, ditches, flooding, culverts, sewage, Tan House and Gayton – on site meeting with BB 15<sup>th</sup> January 2021 – discuss 37 issues raised and other jobs missed to be added.
7. **Grit Bins - Update** following on site meeting with BB 15<sup>th</sup> January 2021
8. **Entrance at Hill Top - chased** again, HC do not wish to respond.
9. **Land at Upton Crews** – addition document submitted, awaiting reply from Land Registry
10. **Planning:** - to consider comments on application for determination by Herefordshire Council
  - 10.1 **P204354/F** Heatherfield House Upton Bishop - Proposed change of use of agricultural land to domestic curtilage and workshop/storage building (part retrospective).
  - 10.2 **P203011/F** Upton Bishop, Old Gore, Phocle Farm New Road Phocle Green - Proposed construction of outdoor riding arena (ménage) with associated earth works for use in connection with the existing livery at Phocle Farm  
Other applications undecided
  - 10.3 **P2044482/FH** Upton Bishop, Old Gore, The Birches Manor House Road - Proposed extension and alterations
  - 10.4 Pomona Grove Lighting – update since last meeting.
  - 10.5 Other applications – no decisions
11. **Website** – update, assistance found can no longer help PC. Clerk Alison Feist spoke to Claire Austin about possible other assistance to complete audit and amendment website. PC to discuss and approve alternative cost
12. **Finance:** -
  - 10.6 To receive monthly financial report
  - 10.7 To receive monthly bank reconciliation
  - 10.8 PC to consider how the money saved can be used within the Parish any suggestion from Councillors as discussed at December 2020 meeting
  - 10.9 Review Draft Budget for 20/21 – comments needed for approval in March
  - 10.10 Appoint auditor for end of year
  - 10.11 To approve the payments to:
    - 10.11.1 Lengthsman £656.00 (5 days work includes 3 days not completed in previous months and still within budget)
    - 10.11.2 Website - approve quote up to maximum of £100.00
    - 10.11.3 Windows update needed for Parish laptop up to £50.00
    - 10.11.4 Approve up to £250 for sand bin, padlocks, sand and sand-bags to be sited at Millennium Hall
    - 10.11.5 Approval of clerk's expenses
13. **NDP** – Consultant is currently working on the applications, report due later in the month.
14. **Emergency Plan**- Update from working group.
15. **Standing Orders** -
  - 15.1 Amendments to be discussed and approved for “Recording of meetings”
  - 15.2 Policy needed for claiming Chairman expenses
16. **Lengthsman Tender** –
  - 16.1 Putting out tender for this year
  - 16.2 BB Lengthsman Scheme and whether should be signed.
17. **Footpath update** - Update from Andy Parr.

**Upton Bishop Parish Council**  
**Agenda for the meeting of the Parish Council**

18. **New Clerk** - Discuss update from Lynda Wilcox and how to proceed.

18.1 Proposal for replacement clerk and possible appointment

19. **Parish Council Meeting** – The PC has been advised no face-to-face meeting for the foreseeable future. Agenda needed for APM if to be held later in year

20. **Next meeting:** - Tuesday 2<sup>nd</sup> March 2021 7.00pm Anyone wishing to join the virtual meeting, please send email to [clerk@uptonbishoppcc.org](mailto:clerk@uptonbishoppcc.org) for joining instructions

Signed

*Alison Feist*

Temp Clerk to The Council

25<sup>th</sup> January 2021