

Upton Bishop Parish Council

Minutes of the meeting of Upton Bishop Parish Council

Held Virtual Meeting

Tuesday 2nd March 2021 at 7.00pm

Present: Councillors: Keith Cornwall (Chairman), Brian Spencer (Acting RFO), Paul Newman, Mike Robins, Cllr Alison Feist (Temporary Clerk), Hazel Strange, Chloe Rusby, Barry Durkin, Footpath Officer, Andy Parr

In attendance: 23 members of the public.

1. Clerk Appointment – Closed session – It was agreed by those present, following interview process with HALC, to offer position of Parish Clerk to Councillor Feist (Councillors B Spencer & A Feist not present), subject to her resignation as a Councillor

2. Apologies: None

3. Declaration of interests: - Cllr Paul Newman stated he is married to Claire Austin, Volunteer who manages the Website, Website is an agenda tonight.

4. Resignation - Cllr Stephen Strange resigned through ill health. Chairman, Keith Cornwall thanked Stephen for his input for his time on the Council and hoped a speedy recovery. Cllr Feist was offered the post of Parish Clerk but requested to make decision at the end of the meeting.

5. Adoption of Minutes of previous meetings:

Amended Minutes from meeting 5th January 2020 were accepted, Draft minutes from 2nd February 2021 and 16th February 2021 were approved without amendments.

6. Public participation:

6.1 Ward Councillor Barry Durkin presented report, which had already been circulated to Parish Councillors. In the view of the content, a copy will be posted on the website. Anyone wanting a copy emailing to them, please contact the clerk. (Ward Councillor Barry Durkin left the meeting to attend another meeting)

6.2 Public comments: none

7. Traffic Calming –

7.1 Cllr Spencer confirmed that he heard no more.

7.2 Was agreed by PC to sign the Memorandum of Understanding from B4221 Strategy Group subject to a reservation that support would be withdrawn if the group made decisions we were not comfortable with.

8. Balfour Beatty –

8.1 Grit Bins – HC are currently looking into our complaint.

8.2 Sewerage & Bill Issue at Powell Croft- Ward Councillor Barry Durkin has emailed the Assistant Director and is being investigated.

8.3 Drains & Gullies – Ward Councillor Barry Durkin is in discussion with HC

8.4 Riparian Rights – Ward Councillor Barry Durkin is in discussion with HC

8.5 Ditch & Grip Proposal – Ward Councillor Barry Durkin is in discussion with Paul Hunter and Rachel at BB

8.6 £341,000 Lengthsman Grant – Cllr Durkin requested an email complaint about this lost money

8.7 Broadband – Fastershire will be connected to the Parish from Sept 2021, see their website for details.

8.8 S106 – Ward Councillor Barry Durkin suggested assistance from HALC

8.9 Planning Applications – Ward Councillor Barry Durkin is aware of the problems created by HC Planning, there is a delay of comments being posted, PC will get an extra extension for comments to be made.

Upton Bishop Parish Council

Minutes of the meeting of Upton Bishop Parish Council

9. **Land at Upton Crews** – PC agreed to pay the last amount requested of £30 for HMRC to complete the valuation of the piece of land and await their appointment to visit site.
10. Planning to consider:
- 10.1 Castle Farm – Councillor Barry Durkin confirmed that HC Planning had decided they would have to go through full planning process.
- 10.2 Concerns re retrospective planning – PC agreed to write to HC Planning about concerns
- 10.3 Concerns re land development proposals - PC agreed to write to HC Planning about concerns

N.B. Amendment - 5th April 2021, following results from NDP Call for sites, letter regarding land development, is no longer required to be sent to HC Planning

11. Website – It was agreed to move from UK2 as this would resolve the certificate issue and save the PC money. Cllr Spencer to arrange with Helen Geach and Claire Austin

12. HALC – PC are prepared to renew HALC but asked whether they would consider two half yearly payments to allow us to withdraw in 6 months. Clerk to write to HALC.

13. SLCC - Alison Feist reported she had enquired about joining SLCC and initial response was excellent. PC agreed for membership fee to be paid and review in 12 months service provided by HALC and SLCC and see which fees are paid next year.

14. Finance

14.1.1 Financial Report approved

14.1.2 Monthly bank reconciliation approved

14.1.3 It was agreed by PC to use some of the money saved from not paying a Clerk for extra work needed on the ditches and grips in the Parish, budget is around £3000. Cllr Spencer to make a proposal at the next meeting.

14.1.4 PC approved Budget for 2021/2022

14.2 Auditor – PC agreed to approve Auditor from last year at increased cost.

14.3 PC approved the following payments

14.3.1 Lengthsman £264.20

14.3.2 NDP £2100

14.3.3 Data Protection licence £40

14.3.4 Clerks expenses £60.08

14.3.5 £96.00 to move from UK2 to a provider to be advised at next meeting

14.3.6 Domain name £16.19 – Cllr Spencer to confirm at next meeting if required

14.3.7 HALC £523.91 but asked for split payment in half yearly

14.3.8.1 SLCC membership £221

14.3.8.2 SLCC training £340 + VAT

14.3.8.3 Qualification fee £410 + no VAT

14.3.9 HMRC £30.00 for Land Registry

15. NDP – David Nicholson report distributed to all Parish Councillors and NDP members and will be posted on the website and is available on request. Tan House Farm was advised they can move forward with a planning application. Agreed to prepare flyer and get distributed into the Chimes for feedback, website and Facebook will have detailed. David Nicholson has stated if we work hard draft Plan could be submitted by Christmas and once submitted will hold more credence. Residents will get an opportunity to make comments regarding the draft before submitted.

Upton Bishop Parish Council
Minutes of the meeting of Upton Bishop Parish Council

16. **Emergency Plan** - We are still waiting for more volunteers to come forward from the latest Chimes being distributed. Cllr Spencer confirmed that volunteers would be covered under our PI Policy. Mark Rusby has made a start on the template documents.

17. **Standing Orders** – Cllr Hazel Strange volunteered to review the Standing Orders and her help is appreciated.

18. Lengthsman

18.1 Tender Document, only arrived two days ago from HALC, defer to April Meeting – Cllr Spencer to draft a formal tender document

18.2 HALC recommended that as we get no payment for a Lengthsman from HC /BB, suggested we Change to Parish Maintenance Contract – approved by PC

18.3 Lengthsman work on B roads – not being discussed at tonight's meeting

18.4 The meeting was informed that there are three extra days not used from last year's budget.

19. **Footpath update – UB12** There are some issues regarding this stile which is being dealt with. There are further discussions regarding a stile at Tan house. Andy Parr is in contact with Enforcement Officer/HC and currently trying to resolve.

20. **Process for inviting Public to Parish Meeting** - After discussing what other Parishes do, it was agreed that the process of writing to the clerk for an invitation has worked well. Once anyone has appeared on the invite list will receive an invite for every meeting. It was also agreed that no meetings will be recorded by the PC as discussed at the February 2021 meeting.

21. **Next Meeting** - Tuesday 6th April 2021 7.00pm. Anyone wishing to join the virtual meeting, please send email to clerk@uptonbishoppcc.org for joining instructions

22. New Clerk - Cllr Feist confirmed, after agreement to pay for SLCC membership and training on points above, to resign as Parish Councillor and take up the position as Parish Clerk.

The Chairman closed the meeting at 9.45 pm.

SIGNED _____ DATE _____