

Upton Bishop Parish Council

Agenda for the meeting of the Parish Council

To be held at 7.00 pm on Tuesday 7th December 2021 at the Millennium Hall

Please note, under new Covid guidance, attendees should be wearing masks. Attendees should sit at least 2 metres from anyone not from their household. Hand sanitiser and wipes will be available. Please DO NOT enter by the Emergency Door which may be open, please use the main entrance. Councillors may remove masks whilst speaking.

There will be Covid Home Testing Kits available to take home, these are aimed at people who do not work as they should already be testing regularly – additional kits may be requested via the Clerk. Advice on their use will also be provided or can be obtained from the Clerk.

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. **Councillor Vacancy** - Two applicants have applied – a vote will take place by the Councillors using ballot papers
4. **Minutes of previous meeting:** - to consider minutes of the meetings held on:
 - 4.1. 7th October 2021 & 3rd November 2021
5. Clerk's new email address – clerk@uptonbishop.gov.uk
6. Defibrillator – location and finance to be reviewed
7. **Public participation session:** -
 - 7.1. Ward Report – Cllr Durkin
 - 7.2. To receive representations from the public (*15 minutes allowed with a maximum of 3 minutes per person*)
8. **Emergency Plan Presentation** - Mark Rusby
9. **B4224 Strategy Group - To seek approval of revised Memorandum of Understanding**
10. **Updates –**
 - 10.1. Meeting with HC Chief Executive arranged by Cllr Barry Durkin – update from Cllr Cornwall
 - 10.2. Meeting with Cllr Barry Durkin, HC, and BB – update by Cllr Spencer
 - 10.3. Annual Plan – Meeting with BB to discuss next year's projects – suggestions required
 - 10.4. Reduction to speed limit at Old Gore crossroads – comments required
11. **Planning:** - to consider comments on application for determination by Herefordshire Council
 - 11.1. No updates on any other planning applications, they have been chased
12. **Flooding at Tan House - update**
13. **NDP** – public comments are sought by HC via a Rural Parish Survey. Comments should be sent to clerk by 31st December for inclusion. Feedback form available on Parish Website. Please return to clerk who will collate all comments.
14. **Standing Orders, Financial Regulations, Policies & Procedures** - Discuss amendments for approval of documents in December, – documents already supplied to Councillors - further amendment proposed by Cllr Newman to SO to be discussed prior to approval

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15. Finance: -

15.1. Budget

- 15.1.1. To receive monthly financial report
- 15.1.2. To receive monthly bank reconciliation
- 15.1.3. Draft Budget for 2022, to be approved at this meeting to ensure submitted to HC on time

15.2. To approve the payments to:

- 15.2.1. Lengthsman £288.00 (2 off) for November & December
- 15.2.2. Helen Geach – new email and website £ 252.00
- 15.2.3. To approve 2nd payment to HALC of £261.95

15.3. To approve expenditure:

- 15.3.1. To approve expenditure of £1,000 for new grit bins
- 15.3.2. To approve expenditure of up to £750 for additional work for the Lengthsman
- 15.3.3. To note that the RFO and Chair can, in emergency, approve up to £500 if so, required by the Emergency Committee

16. Biodiversity Strategy – Resident has requested that we join Dymock with Biodiversity Strategy

17. Footpath update – Update from Andy Parr

18. Dates for meetings in 2022 1st Feb 2022, 1st March 2022, 5th April 2022, 3rd May 2022, 7th June 2022, 5th July 2022, 2nd Aug 2022, 6th Sept 2022, 4th Oct 2022, 1st Nov 2022, 6th Dec 2022. There is no planned meeting for January unless planning applications appear.

19. Next meeting: - Tuesday 1st February 2022 7.00pm Ordinary Meeting of Parish Council.

Any queries, please send email to clerk@uptonbishop.gov.uk

Signed Alison Feist

Parish Clerk to The Council

29th November 2021