

# Upton Bishop Parish Council

## Agenda for the meeting of the Parish Council

To be held at 7.00 pm on Tuesday 1<sup>st</sup> March 2022 at the Millennium Hall

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:
  - 3.1. 1<sup>st</sup> February 2022
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. **Updates –**
  - Old Gore Crossroads -road closure Monday 28<sup>th</sup> February to 7<sup>th</sup> March 2022
6. **Community Hub** – to discuss PC applying for Grant from Herefordshire Council up to £2,500 to set up Community Hub in Parish
7. **Emergency Plan** - Thanks to the team for emergency work carried out over the last few week. Contact details. Request for further volunteers
8. **B4224 Strategy Group** - To seek approval of revised Memorandum of Understanding
9. **Meeting with Balfour Beatty** – update on drainage issues throughout parish
10. **Planning:** - to consider comments on application for determination by Herefordshire Council
  - 10.1 No planning applications
  - 10.2 updates on any other planning applications.
11. **Flooding at Tan House - update**
12. **NDP** – To approve the NDP documents for submission to Hereford Council
13. **Standing Orders — Standing Orders and Financial Regulations** to be approved by Councillors, complete new set has been circulated and will be posted on the website
14. **Finance:** -
  - 14.1. **Budget**
    - 14.1.1. To receive monthly financial report
    - 14.1.2. To receive monthly bank reconciliation
    - 14.1.3. To approve 3rd quarterly reconciliation – postponed from February – One councillor will need to propose that they are correct
    - 14.1.4. To pre-approve the expenditure of, up to £300 by Mark Rusby for proprietary items required for the Emergency Committee. Payment to be approved at the next meeting after receipts have been submitted and verified
  - 14.2. To approve the payments to:
    - 14.2.1. David Nicholson £1000 (final payment as previously approved)
    - 14.2.2. To ICO for payment of £40
    - 14.2.3. To SLCC for annual membership, £206 – resolution required to continue
    - 14.2.4. To HALC for £566.27 annual membership – resolution required to continue
  - 14.3. March items on Administration Calendar to be reviewed and actioned
  - 14.4. In consideration of item 18:
    - 14.4.1. consider the future role of the RFO
    - 14.4.2. determine whether payroll should be outsourced or run by the RFO
15. **Biodiversity Strategy – Resolution to be approved by Councillors**
16. **Footpath update** – Update from Andy Parr
17. **Queens Jubilee Celebrations – 4<sup>th</sup> June 2022** – to discuss and assistance from volunteers
18. **Annual Parish Meeting** – agree a date for the APM and discuss agenda
19. **Next meeting:** - Tuesday 5<sup>th</sup> April-2022 7.00pm Ordinary Meeting of Parish Council.
20. **Closed Session** – to discuss and approve the appointment of Alison Feist as the Clerk, to review and accept the Clerks Contract and salary, and, if approved, send offer of position – with effect from 2<sup>nd</sup> March 2022 – Alison Feist and Brian Spencer to be excluded.

Any queries, please send email to [clerk@uptonbishop.gov.uk](mailto:clerk@uptonbishop.gov.uk)

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

Signed Alison Feist

Parish Clerk to The Council

25th January 2022