

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

General Meeting – Monday 1st March 2022 at 7.00pm

Present: Councillors: Keith Cornwall (Chairman), Paul Newman, Katy Harper, Michael Wallace, Brian Spencer, Mike Tyers, Chloe Rusby

Ward Councillor, Barry Durkin

In attendance: 18 members of the public.

1. Apologies – Cllr Lumsden

2. Declarations

To receive declarations of interest and consider any written applications for dispensations – None

3. Minutes

To accept minutes of meeting 1st February 2022 they were approved on the understanding the discussion on the reduction of the bus would be included. Accepted by all Councillors

4. Public Session

4.1 **Ward Report** - Ward Councillor, Durkin presented report and is available on website or by request.

4.2 **Public Comments** – A resident asked whether dog fouling notice could be displayed – Clerk would investigate costs.

5. Update Old Gore - On going work to complete

6. Community Hub - Clerk Feist explained we can apply for £2,500 grant to rebuild events at the Hall for the Parishioners after the Covid. (e.g., internet in Hall and couple of years usage, computers, free training, games inside and out). We must get application form in no later than 31st March 2022 but have managed HC to list as applicant. Any suggestions, how money can be used, contact Clerk. All Councillors voted to fully support.

7. Emergency Plan - Thanks for support during support and is working well. More volunteers needed.

8. B4224 Strategy Group - To approve a revised Memorandum. Paul Newman objected requested a further review of the document. Cllr Spencer proposed, and it was agreed, that Cllr Newman would re-write the section he was unhappy with and bring it to the next PC meeting for review. Cllr Spencer would contact the clerk to let her know what is happening.

9. Meeting Balfour Beatty – Cllr Spencer reported a walk about had been conducted regarding the numerous drainage issues in the Parish which are still outstanding. 12 were immediately reported for work to be completed. Cllr Spencer will monitor and report back to PC

10. Planning – None

11. Flooding at Tan House – Ward Cllr Durkin reported still on going

12. NDP - Councillors unanimously approved the NDP documents from Consultant and Clerk will ensure posted to HC for final stage of process before the referendum.

13. Standing Orders – All Councillors supported and approved the amended Standing Orders, Financial Regulations, policies and Procedures. Clerk will ensure Claire Newman has the revised documents for posting on the website.

14. Finance

- 14.1.1 Monthly financial report – presented and no issues raised
- 14.1.2 Monthly bank reconciliations - presented and no issues raised
- 14.1.3 To approve 3rd quarterly reconciliation – No Councillor was prepared to approve? delay till April Meeting – I suspect someone did.
- 14.1.4 To pre-approve up to £300 to be spent by Mark Rusby for priority items for emergency team. PC unanimously approved however Clerk had written to BB for donation of supplies needed for the teams, awaiting reply. Money up to £300 will be repaid to Mark Rusby on provision of VAT receipts.
- 14.2 Approve Payments
 - 14.2.1 David Nicholson final payment £1000 – approved
 - 14.2.2 ICO £40 - approved
 - 14.2.3 SLCC £206 membership - approved
 - 14.2.4 HALC £566.27 membership - Cllr Spencer proposed inviting HALC to provide a presentation to the PC to justify the costs; this was vehemently opposed by Cllr Newman and proposed we cut our links with HALC stating he had always objected to being a member. Without discussing Cllr Spencer's proposal, all Councillors approved Cllr Newman's motion except the Chairman.
- 14.3 Review Administration Calendar - Need to prepare for audit, Cllr Spencer would contact internal auditor and prepare documents for audit.
 - 14.4.1 Consider the future role of the RFO - It was proposed by Cllr Rusby that Cllr Spencer continue in role for the next 12 months and not a responsibility for Clerk Feist, as he done such a good job in bringing finances straight. The Councillors unanimously approved.
 - 14.4.2 Determine Payroll whether outsource or completed by RFO - The Councillors approved that the Clerk would run payroll and Cllr Spencer would administer payment and authorised by two other Councillors.
- 15. Biodiversity Strategy - It was finally approved by all Councillors, but needed a Councillor to liaise, Cllr Wallace and Cllr Harper were prepared to assist. Clerk would pass contact details to group.
- 16. Footpath update - nothing to report
- 17. Queen's Jubilee Celebration – Clerk Feist confirmed two residents had come forward to set up this working party. The Parish Council are willing to support the event, however they are not running it. The working party will come back at next meeting to present what assistance is required and seek approval for a budget. All Councillors fully supported the event.
- 18. Annual Parish Meeting – It was agreed Clerk would contact the Hall Committee to see availability in May, however she did mention the job is difficult when the Hall will not publish a contact number to discuss bookings. Clerk Feist will report back at April Meeting.
- 19. Next Meeting – Tuesday 5th April 2022
Public Meeting closed at 8.50pm
- 20. Closed Session – Cllr Spencer and Clerk Feist left the meeting as the PC were to arrange hours and rate of pay for Clerk contract. - There were separate minutes typed for this session.

Any queries or concerns please contact the Clerk on clerk@uptonbishop.gov.uk

The Chairman closed the meeting at 9.25 pm.

Signed

Robert Cornwall Chairman

 Temporary
Chairman

3.5.22