

**UPTON BISHOP PARISH COUNCIL**

**Minutes of an Extraordinary Meeting of the Parish Council held on  
Monday 27<sup>th</sup> June at 19.00 in Upton Bishop Village Hall**

**Present**

Councillors: Paul Newman, Mike Tyers and Michael Wallace.

**In attendance**

Lynda Wilcox - HALC (Herefordshire Association of Local Councils).

Ten members of the public.

**1. Election of a Chair**

It was proposed and seconded to elect Mike Tyers as Chair for this meeting. This was unanimously RESOLVED.

**2. Consideration to access HALC Clerk Cover for the meeting**

2.1 It was proposed and seconded to access HALC's CilCA qualified Clerk/RFO Cover for the meeting. This was unanimously RESOLVED.

**3. Apologies for absence:** None – all members present.

**4. Declarations of interest & written dispensation requests:** None.

**5. Co-option of applicants to fill current vacancies**

5.1 The Chair explained that five parish council vacancies were currently being advertised for co-option. If any of the three remaining councillors were unable to attend a meeting, it would not be quorate. Because of this risk to business continuity, one councillor was considered for co-option that evening and, hopefully, the remaining four vacancies would be filled at the next scheduled meeting.

5.2 It was proposed and seconded to co-opt Mark Rusby, who had been the first volunteer to request co-option. This was unanimously RESOLVED.

5.3 Mark Rusby completed his Declaration of Acceptance of Office (which was countersigned by the Chair) and took his place at the table.

## 6. Neighbourhood Development Plan (NDP) – selection of Examiner

- 6.1 The Chair commented that the Upton Bishop NDP had reached the stage for examination by a suitably qualified planning consultant. Herefordshire Council had notified the parish council of four such consultants who were available to conduct the examination.
- 6.2 Having considered the CVs of all four consultants, as well as seeking the advice of the parish council's local planning consultant, it was proposed and seconded that Liz Beth be requested to undertake the examination of the Upton Bishop NDP. This was unanimously RESOLVED.
- 6.3 It was further proposed and seconded that Paul Newman would notify Herefordshire Council of the decision. This was unanimously RESOLVED.

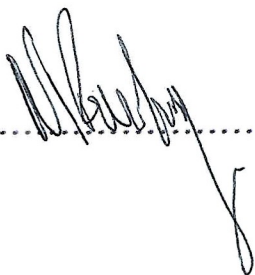
*A resolution was passed to exclude members of the public from the following confidential employment matter and the meeting moved from the main hall to the committee room*

## 7. Employment Matters for consideration:

- 7.1 Current position regarding the employment of Clerk/RFO ... Councillors discussed their understanding of the current position.
- 7.2 Employment Tribunal Papers and proposed response ... Councillors considered a draft response to the Tribunal papers. It was proposed and seconded to accept this as the official response of the Council to the employment tribunal. This was unanimously RESOLVED.
- 7.3 Any other related matters ... It was proposed and seconded to access CiLCA qualified Clerk/RFO cover from HALC for the time being (at a cost of £220 per meeting + mileage + VAT) subject to review later in the year. This was unanimously RESOLVED.
- 7.4 Engagement of local solicitors ... In accordance with NALC's advice, it was proposed and seconded to engage a local solicitor to support the parish council through the Employment Tribunal process. This was unanimously RESOLVED.

8. **Date of next meeting:** Noted as Monday 4<sup>th</sup> July 2022.

SIGNED .....



DATE .....

