

UPTON BISHOP PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting held on Tuesday 6th September at 19.00 in Upton Bishop Village Hall

Present

Councillors: Mark Rusby (Chairman), Mike Tyers, Michael Wallace, Mark Shuttlewood and Andrew Parr.

In attendance

Clerk Jennifer Eva – on behalf of HALC (Herefordshire Association of Local Councils); 6 members of the public.

1. Consideration to access HALC Clerk Cover for the meeting:

It was unanimously RESOLVED to access HALC's CiLCA qualified Clerk/RFO Cover for the meeting.

2. Apologies for absence:

Apologies were received and accepted from Cllrs. Paul Newman, Claire Newman, Guy Cooper, and Ward Cllr. Barry Durkin.

3. Declarations of interest & written dispensation requests:

None declared.

4. Minutes of the Ordinary Meeting held on 2nd August 2022:

Members considered the minutes. It was unanimously RESOLVED to approve and sign the minutes of the Ordinary Meeting on the 2nd August 2022 as a true and proper record of the meeting.

5. Public Participation:

5.1 Ward Councillor Report

In Cllr. Durkin's absence members noted that the Ward Report will be published on the parish council's website.

5.2 Public Session: No questions received.

6. Neighbourhood Development Plan Update (NDP):

The Chair provided the following update on the current status of the NDP.

– 3rd August: Regulation 16, comments were submitted to Herefordshire Council and to the Examiner.

– 15th August: the Examiner raised minor points which the parish council addressed following advice from their NDP Consultant.

24th August: the final report was received from the Examiner who commended the NDP as excellent. The final version of the plan was submitted to Herefordshire Council, who confirmed receipt of it on 30th August.

The final referendum stage is expected to take place on 13th October 2022. The referendum will be publicised locally via yellow site notices, parish council noticeboards / website, and in The Chimes parish magazine.

7. Finance:

7.1 To receive update on 2021-2022 accounts and agree actions as necessary

Members noted the report and acknowledged Chairman's effort to complete the end of year financial return.

7.1.1 Consider the UBPC Internal Audit Report for 2021/22

The Internal Audit report identified several areas of compliance which the parish council has failed to meet. This follows the resignation of the council's RFO partway through the financial year and limited access to bank statements. The report provides important guidance which the council will implement in 2022/23.

7.1.2 Consider the Annual Governance Statement

Members acknowledged that the parish council has not met several governance compliance statements in 2021/22, due to the issues raised in 7.1.1.

It was RESOLVED that the parish council was not compliant with all statements and the page was signed by the Chairman and Clerk of the meeting.

7.1.3 Consider the Annual Accounting Statement

It was RESOLVED that the accounting statement was correct, and the page was signed by the Chairman and Cllr. Tyres in the absence of an appointed RFO.

7.1.4 Consider the AGAR Certificate of Exemption

It was RESOLVED that the parish council met the criteria for submission of a Certificate of Exemption (Income/Expenditure less than 25k) and the Chairman and Clerk of the meeting were authorised to sign and return the certificate to the external auditors.

7.2 To receive update on bank account mandate changes and agree actions as necessary

Members noted the signed mandate change forms, as submitted to Lloyds Bank three months ago, will need to be resubmitted. Cllr. Rusby will be included as one of the council's three signatories.

- 7.3 To consider outstanding invoices.
- 7.3.1 HALC ... Clerk cover 04-07-2022 ... £279.12
 - 7.3.2 Microsoft ... renewal ... £79.99
 - 7.3.3 HALC ... Internal audit ... £264.00
 - 7.3.4 Website ... repairs ... £40.00
 - 7.3.5 NDP ... Consultant fees ... £510.00
 - 7.3.6 Solicitor ... advice ... £960.00 (£800+VAT)

It was RESOLVED to approve the above invoices for payment.

- 7.4 To receive an update on 23-2024 Budget and Precept and agree actions as necessary.

7.4.1 Budget 2023-2024

Members considered the draft budget which includes a built-in increase of 5% and an un-forecast reserve figure of £1,200.

It was RESOLVED to approve the draft budget of £18,626.00 for 2022/23, as presented.

7.4.2 Precept 2023-2024

Members considered the 2023/24 precept.

It was RESOLVED that the precept for 2023/24 would remain at £18,626.00.

8. Highways:

- 8.1 Receive an update on meeting with Balfour Beatty on 23rd August 2022.

Members noted that the Chairman and Footpaths Officer, recently met with Cllr. Durkin, the Locality Steward, and Tracy Morris (Balfour Beatty Living Places – Locality Manager) to discuss priorities for the parish.

- 8.2 Receive an update on B4224 Strategy Group and agree action as necessary.

Members received a brief update from the Chairman. It was noted that the parish council has previously expressed concerns at some aspects of the MOU, relating to the parish.

It was RESOLVED to re-engage with the B4224 Strategy Group. The council will consider signing the MOU, retrospectively, at a parish council meeting if the previous concerns have been addressed.

9. Planning:

- 9.1 P222128 – Barn at Upton Bishop ... Lean to, plant room
- 9.2 P222575 – Barn at Upton Bishop ... Rebuilding the former cart shed
- 9.3 P222461 – Holly Cottage, Phocle Green ... Small design change to original plans
- 9.4 P220785 – Land off C1286, 4 houses Crow Hill ... Small design changes

It was RESOLVED that the parish council has no comments to make on application 9.1 – 9.4.

10. Lengthsman:

The Lengthsman's contract is due for renewal on 1st November 2022. The Chairman met with the Lengthsman in August to discuss the current contract. Following this meeting the contract was reviewed and some revisions have been made.

It was RESOLVED to approve the revised Lengthsman's contract for the next 12-months.

11. Footpaths:

Cllr. Parr reported that due to the dry weather the grass and other vegetation has not grown very much during the season. General tidying up work will be carried out soon in preparation for winter and the condition of parish footpath stiles will be assessed.

12. Website:

Members noted an update from Cllr. Claire Newman.

- Essential website maintenance was carried out earlier this month.
- Village events during August were publicised to residents via the village website and social media platforms.
- Regular reminders to the community were posted relating to - village defibrillator, phone box library, dog fouling and litter.
- An article for the new UB community WhatsApp group has resulted in several villagers joining up. The group will be managed by volunteer, Henry Welling.
- Upcoming events include - Harvest Festival (Oct 9th), Halloween Disco (Oct 27th), and the Ukes av Azzard performance (Oct 29th).

13. Agenda items for the next meeting

UBMH "warm evenings" to considering ways to support these events, for the benefit of residents, if they proceed.

14. Chairman's closing remarks

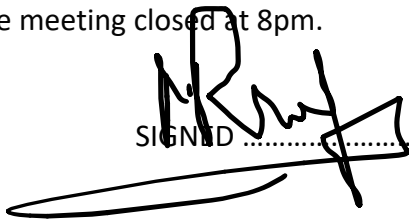
- Cllr. Rusby reaffirmed the five phases the council is currently undertaking as part of the rebuilding process. He reported the phases are progressing well.
- The UBMH committee is considering hosting "warm evenings" for residents during the winter period.

15. To note the date of the next meeting

Members agreed that it was not necessary to hold another meeting in October, unless required. In this instance an extraordinary meeting could be called.

It was RESOLVED to hold the next meeting in November or December, as required.

The meeting closed at 8pm.

SIGNED  DATE *1 Nov. 22*