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## **UPTON BISHOP PARISH COUNCIL**

**Minutes of an Extra Ordinary Parish Council Meeting held on  
Friday 13<sup>th</sup> January 2023 at 19.00 at Millennium Hall, Upton Bishop**

### **Present**

Councillors: Mark Rusby (in the Chair), Michael Wallace, Paul Newman, Guy Cooper, Claire Newman, Mark Shuttlewood and Andrew Parr.

### **In attendance**

Clerk Helen Tinson – on behalf of HALC (Herefordshire Association of Local Councils); Ward Councillor Barry Durkin; 17 members of the public

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

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

#### **2. Apologies for absence:** Cllr Mike Tyers was absent with no apologies.

#### **3. Declarations of interest & written dispensation requests:** Cllr Michael Wallace declared a non-pecuniary interest in agenda item 4.2.1; Cllr Mark Rusby declared a pecuniary interest in agenda item 4.2.1.

#### **4. Finance:**

**4.1** Members received an update concerning matters relating to the bank account. It was confirmed that all outstanding invoices have been settled. Cllrs Mark Rusby, Paul Newman and Michael Wallace were confirmed as signatories on the account with bank mandate change authority. Following advice received, it was proposed that Cllrs Mike Tyers, Mark Shuttlewood, Andrew Parr and Guy Cooper are added as bank signatories.

**It was RESOLVED:** to approve the addition of Cllrs Mike Tyers, Mark Shuttlewood, Andrew Parr and Guy Cooper as bank signatories; and to reaffirm that Cllrs Mark Rusby, Paul Newman and Michael Wallace have mandate change authority.

**4.2 It was RESOLVED:** to approve payment of the following invoices:

**4.2.1** Millenium Hall Hire, last quarter of 2022, £20.00

**4.2.2** Cuttermoon Website Design, website repairs, £20.00

**4.2.3** Mark Rusby, Reimbursement of Expenses (printing), £107.33

#### **5. Planning:**

**5.1** Members considered applications for determination by Herefordshire Council:

- 5.1.1 224020: Felhampton Farm, Upton Bishop, HR9 7UB.** Proposed change of use of agricultural buildings to 3 dwellinghouses and for building operations reasonably necessary for the conversion.

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**It was RESOLVED:** to submit a general comment asking Herefordshire Council to carry out further investigation into the proposed drainage scheme prior to determination, and to raise concerns about the lack of information concerning the sustainability of the proposed development in respect to the Parish NDP.

- 5.1.2 224093: Courtfields, Upton Bishop, HR9 7UE.** Proposed single storey extension to garage to form bathroom and TV room.

**It was RESOLVED:** to SUPPORT the application. No objections raised.

## **6. Highways:**

- 6.1** Members considered proposals for traffic calming measures in response to a £125,000 grant from Herefordshire Council. The Parish is required to identify projects to be considered and submit initial ideas to the Ward Councillor by early February prior to meetings with subject matter experts (such as Herefordshire Council Highways Authority, BBLP, West Mercia Police). Projects must be identified and approved by Herefordshire Council before the end of the current financial year. It was noted that confirmation of the grant was only received in December 2022, reducing available time for the scheme's development and consultation.

Cllr Andrew Parr had been asked to take the project lead utilising his previous experience. He reported that he had reviewed comments and past issues over the last five years; walked each road in the parish and taken photographs to record the current condition; spoken with subject matter experts, and researched traffic calming measures in other parishes in Herefordshire and across the country. It was agreed that the Parish Council now feels able to communicate with Herefordshire Council about the proposals with confidence and on the basis of fact.

Cllr Parr presented a Powerpoint presentation to members of the council and to members of the public and asked for comments and feedback. A total of 17 actions prioritised into 5 sections were presented; a proposal which is believed to offer the best value for money for the parish. It was noted that any actions not completed within the £125,000 initiative will be retained with a view to progressing via another route and time.

The presentation is attached to these minutes as Appendix A.

Cllr Parr answered a number of questions from members of the public and then from fellow members.

The Chairman wished to thank Cllr Parr on behalf of the Parish Council for his detailed work in such a short time frame; and recognised the positive news that Herefordshire Council have made this grant available to the parish of Upton Bishop.

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It was proposed that members approve the prioritised list of 17 initiatives that can be taken forward by the Chairman and Cllr Parr on behalf of the Parish to Herefordshire Council for approval and completion within the £125,000 financial allocation by Herefordshire Council.

**It was RESOLVED:** to approve the motion.

**A resolution was passed to exclude members of the public from the following confidential matter:**

## **7. Employment Tribunal:**

- 7.1** Members received a confidential report following the meeting with the Claimant on 6<sup>th</sup> January 2023, and a letter subsequently received via email from the Claimant.

Members considered a document bundle that has been prepared as part of the employment tribunal process, and which is required to be delivered to the Claimant by 16<sup>th</sup> January 2023.

**It was RESOLVED:** to approve the document bundle as proposed, and to add to it the entire response to the Freedom of Information request, the draft minutes from the Extra Ordinary meeting on 3<sup>rd</sup> January 2023, the Memorandum of Understanding for Parish Council representatives prepared for the meeting on 6<sup>th</sup> January 2023, and Cllr Rusby's emailed response to the Claimant's letter following the meeting on the 6<sup>th</sup> January 2023.

As the meeting had now reached two hours in duration, it was proposed to extend the meeting by the necessary time to conclude discussion on the remaining agenda items.

**It was RESOLVED:** to approve the motion.

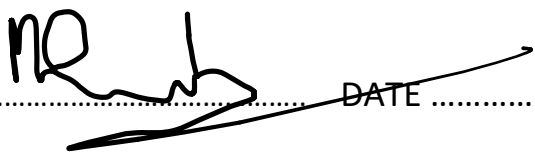
Cllr Rusby reported positive conversations with the Parish Council insurance provider.

**It was RESOLVED:** that Cllr Rusby would continue discussions with the insurer and their legal advisors.

**8. Date of next meeting:**

**8.1** Tuesday 7<sup>th</sup> February 2023, 7pm at the Millenium Hall.

The meeting closed at 9.17pm.

SIGNED .....  ..... DATE ..... 7 Feb 23

APPENDIX A: TRAFFIC CALMING SCHEME POWERPOINT PRESENTATION