

## UPTON BISHOP PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council held on  
Monday 15<sup>th</sup> May 2023 at 19.00 at Millennium Hall, Upton Bishop**

### **Present**

Councillors: Mark Rusby (in the Chair), Paul Newman, Michael Wallace, Andrew Parr, Keith Cornwall, Karl Lumsden and Mark Shuttlewood

### **In attendance**

Clerk Helen Tinson – on behalf of HALC (Herefordshire Association of Local Councils); Ward Cllr Barry Durkin; and 13 members of the public.

Cllr Keith Cornwall raised a concern about the legality of the meeting. The Chairman and Acting Clerk responded to the query and confirmed that advice had been sought and it had been confirmed that the meeting was lawful and could proceed.

#### **1. Election of Chairman:**

**It was RESOLVED:** to elect Cllr Mark Rusby as Chairman of Upton Bishop Parish Council for 2023/2024. Proposed Cllr Newman; Seconded Cllr Wallace. Cllr Rusby signed his Declaration of Acceptance of Office.

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

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

#### **3. Co-option of New Councillor**

**It was RESOLVED:** to co-opt Mike Tyers onto the Council. Proposed Cllr Rusby; Seconded Cllr Shuttlewood. Cllr Tyers signed his Declaration of Acceptance of Office.

#### **4. Election of Vice Chairman:**

**It was RESOLVED:** to elect Cllr Mike Tyers as Vice Chairman of Upton Bishop Parish Council for 2023/2024. Proposed Cllr Rusby; Seconded Cllr Shuttlewood.

#### **5. Apologies for absence:** There were none.

#### **6. Declarations of interest & written dispensation requests:** Cllr Paul Newman declared a non-pecuniary interest in agenda items 10.2 and 14. Cllr Michael Wallace declared a non-pecuniary interest in agenda item 8.10.1.

#### **7. Minutes:**

##### **7.1. Minutes of the Extra Ordinary Meeting held on 2<sup>nd</sup> May 2023:**

**It was RESOLVED:** to approve the minutes as a true and proper record of the meeting. The minutes were signed by the Chair. 3 abstained as not present at the meeting.

## 8. Finance:

**8.1. Annual Accounts 2022/23:** This item was deferred to be taken in conjunction with agenda item 8.4 'To Consider and Approve the Accounting Statement 2022/23'

**8.2. Internal Audit Report:** Members received and noted the Internal Audit Report for 2022/23.

**8.3. Annual Governance Statement:** Members considered each assertion on the Annual Governance Statement for 2022/23.

**It was RESOLVED: to approve the Governance Statement for 2022/23.**

**8.4. Annual Accounting Statement:** Members received and noted the Annual Accounting Statement for 2022/23. There were no queries raised.

**It was RESOLVED: to approve the Accounting Statement for 2022/23.**

**Annual Accounts:** Members received a brief report noting the bank balances as follows at 31.3.23:

8.4.1 Current Account: £11,396.78

8.4.2 Reserve Account: £16,821.83

**8.5. Certificate of Exemption:** Members agreed that the accounts meet the qualifying criteria for exemption.

**It was RESOLVED: to submit a Certificate of Exemption for the External Audit 2022/23.**

**8.6. Period for the Exercise of Public Rights:** Members considered dates for the Period for the Exercise of Public Rights in line with the external audit requirements.

**It was RESOLVED: to set the dates from Monday 5th June to Friday 14<sup>th</sup> July 2023.**

**8.7. Asset Register:** Members were informed that the Asset Register has been updated since last year to reflect in-year purchases and disposals (none). It was noted that the total value of assets is £27,727.540.

**It was RESOLVED: to approve the Asset Register at 31.3.23**

**8.8. Insurance Policy:** Members received two insurance quotations from new insurers and were informed that the existing insurer has not provided renewal terms despite numerous requests.

**It was RESOLVED: to accept terms on a three-year agreement offered by BHIB at a cost of £408.58 per year.**

## 8.9. Subscriptions and Regular Payments:

**It was RESOLVED: to approve the following subscriptions and regular payments:**

8.9.1. HALC Membership

8.9.2. Website Domain Renewal

8.9.3. PWLB Loan Repayments (it was noted that this is the last year of repayments)

8.9.4. ICO Data Protection Fee

8.9.5. Microsoft 365 Renewal Fee

#### 8.10. **Payments:**

**It was RESOLVED:** to approve the following invoices for payment:

8.10.1. Millennium Hall, Meeting Room Hire Jan/Feb, £70.00. Cllr Wallace abstained from voting in accordance with his declaration of interest.

8.10.2. Wayne Reed, Lengthsman Feb/March, £980.00

8.10.3. HALC, Clerk Cover (4/4/23) and Internal Audit, £543.12 inc VAT

#### 9. **Policies:**

9.1. **Standing Orders, Financial Regulations and Other Policies:** Members considered commencing a review on all Parish Council policies, noting that the Standing Orders and Financial Regulations appear out of date, are undated and missing a date for review.

**It was RESOLVED:** to commence a review for completion when a new Clerk is in position. Cllr Rusby will forward draft policies based on NALC's Model Policies to all councillors for consideration.

#### 10. **Appointments:**

10.1. **Parish Footpaths Officer:** Members considered the appointment of the Parish Footpaths Officer for 2023/24.

**It was RESOLVED:** to appoint Cllr Andrew Parr as the Parish Footpaths Officer for 2023/24. Cllr Andrew Parr and 2 other members abstained from voting.

10.2. **Volunteer Website Co-ordinator:** Members considered the appointment of a volunteer website co-ordinator. It was noted that control of the Parish Council website would normally fall under the responsibility of the Clerk. Concerns were raised about substituting a volunteer role with a paid member of staff and reported that the website currently takes approximately 12 hours of work per week.

**It was RESOLVED:** to appoint Claire Newman as a temporary appointment and discuss further arrangements once a new Clerk has been appointed. Cllr Paul Newman abstained in accordance with his declaration of interest. 2 further members abstained from voting.

#### 11. **Public Participation Open Session:**

11.1. **Ward Councillors Report:** The meeting was informed that a Parish Report from Ward Cllr Barry Durkin is available to download on the Parish Council website: [www.uptonbishop.gov.uk](http://www.uptonbishop.gov.uk). Cllr Durkin was asked who would lead the new council and reported that it is still undetermined.

#### 11.2. **Representation from Members of the Public:**

11.2.1. A query was raised concerning the current status of the £125,000 Traffic Calming Scheme. It was reported that the proposed scheme as approved by UBPC is currently with BBLP who are preparing costed drawings. Cllrs Mark Rusby and Andrew Parr will follow up with BBLP and HC in June if there has been no response by the end of this month, and will present an update to the next meeting of the Parish Council in July. Herefordshire Council have confirmed that the funds have been transferred to the current financial year.

The Chairman varied the order of the agenda and received the Website Report in Open Session:

**11.3. Website Report:** Members received a report from the volunteer website co-ordinator noting that the website has been busy providing updates and photographic history of two very successful events to celebrate St. George's Day and the Coronation of King Charles III. On behalf of the Council, the Chairman expressed his appreciation to all those concerned in organising the events and noted the tree plaque erected to provide a permanent record of the Coronation.

**12. Recruitment:** Members considered the recruitment of a new Clerk/Responsible Finance Officer. It was noted that if the appointment fails within the first six months, HALC will repeat the recruitment process without charge.

**It was RESOLVED:** to access HALC's Recruitment Service at a cost of £220.00 plus VAT

**It was RESOLVED:** that HALC, the Chair and Vice Chair will form the Interview Panel. In the event that either the Chair or Vice Chair is unavailable at the time of the interview, Cllr Rusby will nominate another councillor to take their place.

**13. Footpaths:** Members received a report from the Parish Footpaths Officer. It was noted that the stile at Tan House is in a poor state of repair and will be reported to Herefordshire Council's PROW team for repair or replacement.

**14. Items for the next Agenda:** Members raised the following items for the next agenda:

14.1. Review of Standing Orders, Financial Regulations and Other Policies

14.2. Update on Traffic Calming Scheme

14.3. Update on Clerk Recruitment

**15. Date of the Next Meetings:** It was noted that:

15.1. Tuesday 30<sup>th</sup> May 2023, 6pm, Millennium Hall, Annual Parish Meeting

15.2. Tuesday 4<sup>th</sup> July 2023, 7pm, Millennium Hall, Ordinary Parish Council Meeting

The meeting closed at 8.03pm.

SIGNED ... *M R Rusby* ..... DATE ..... *13 July 2023* .....