

UPTON BISHOP PARISH COUNCIL

Councillors are summoned to attend a meeting of the Upton Bishop Parish Council on Tuesday 07 November 2023 at 1900 in the Upton Bishop Millennium Hall

AGENDA

- 1. To consider accessing HALC Clerk Cover for the meeting.**
- 2. To receive apologies for absence.**
- 3. To receive declarations of interest and written dispensation requests.**
- 4. To consider the minutes of the meeting held on 5 Sep 23.**
- 5. Public Participation:**
 - 5.1 Ward report.
 - 5.2 Public Session.
- 6. Finance:**
 - 6.1. To receive an update on the External Auditors report and agree actions as necessary.
 - 6.2. To receive an update on bank balances and agree actions as necessary.
 - 6.3. To receive an update Income v Expenditure and agree actions as necessary.
 - 6.4. To consider the draft budget for 2024/25 and set the precept (a series of draft budgets & precept were issued for councillor consideration at the PC meeting of 5 Sep and emailed/published on website on 24 Oct 23 (<https://uptonbishop.gov.uk/financial-matters/>)).
 - 6.5. To note the emergency purchase of a new laptop and accompanying report.
 - 6.6. To consider the following invoices due for payment:
 - 6.6.1. £80 – William Dereham – IT consultancy (Microsoft renewal & outlook).
 - 6.6.2. £59.99 – Mark Rusby – refund of Microsoft renewal invoice payment.
 - 6.6.3. £279.12 inc. VAT (£46.52)– HALC – Clerk cover September.
 - 6.6.4. £994 – Buses4us – UB contribution to setting up the Daffodil line.
 - 6.6.5. £576 -Wayne Reed – Lengthsman work Sep.
 - 6.6.6. £40 – Millenium Hall hire Jul & Sep.
 - 6.6.7. £349 – Mark Rusby – refund of purchase of new laptop for UBPC.
 - 6.6.8. £120 – William Dereham – IT consultancy (new laptop work).
 - 6.6.9. £232 – Helen Geach – IT consultancy (Renew annual website domain name).
 - 6.6.10. £864 – Wayne Reed – Lengthsman work Oct.
 - 6.6.11. £279.12 inc. VAT (£46.52)– HALC – Clerk cover November
 - 6.7. To note the following receipts:
 - 6.7.1. £9313 – Payment from HC for 2nd Precept payment of 2023.
 - 6.7.2. £1120 – Payment from HC for 1st payment under the Lengthsman grant scheme.
- 7. Highways:**
 - 7.1. To receive an update concerning the Traffic Calming project and agree actions as necessary.
 - 7.2. To receive a Lengthsman update and agree actions as necessary.
- 8. Planning:** To consider commenting on planning applications for determination by Herefordshire Council:
 - 8.1. 232750 – Tan House Stables, Upton Bishop, HR9 7UP: Conversion and extension of existing outbuilding to be used as ancillary accommodation to the main dwelling.
 - 8.2. 233014 – 9 The Pastures, Upton Bishop, HR9 7UU: Single story side extension.
- 9. Veterans support:** To receive an update on the request to support the Ross Council Veterans support initiative and agree actions as necessary.
- 10. Recruitment:** To receive an update on the recruitment of a Parish Council clerk and agree actions as required.
- 11. Footpaths:** To receive an update and agree actions as necessary.
- 12. Website:** To receive an update and agree actions as necessary.
- 13. To consider items for the next agenda.**
- 14. Chairmans closing remarks.**
- 15. Next Meeting:** To note the date of the next meeting Tue 6 Feb 24.

Signed: *M Rusby* (Chairman)

Dated: 01 Nov 23