

23/2023

**UPTON BISHOP PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held on**  
**Thursday 5<sup>th</sup> September 2023 at 19.00 at the Millennium Hall, Upton Bishop**

**Present**

Councillors: Mark Rusby (in the Chair), Mike Tyers, Michael Wallace, Keith Cornwall and Mark Shuttlewood

**In attendance**

Clerk Helen Tinson – on behalf of HALC (Herefordshire Association of Local Councils); and 9 members of the public.

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

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

**2. Apologies for absence:** Cllrs Paul Newman and Andrew Parr; Ward Cllr Barry Durkin. Cllr Karl Lumsden was absent with no apologies.

**3. Declarations of interest & written dispensation requests:** Cllr Mark Rusby declared a non-pecuniary interest in agenda item 6.5 (Veteran's Support).

**4. Minutes:**

**4.1. Minutes of the Parish Council meeting held on 13<sup>th</sup> July 2023:**

**It was RESOLVED:** to approve the minutes as a true and proper record of the meeting. The minutes were signed by the Chair.

**5. Public Participation Open Session:**

**5.1. Ward Councillors Report:** The Chairman reported that Ward Councillor Durkin is currently on sick leave and therefore there was no report. Cllr Graham Biggs (Ward Cllr for Backbury Ward) has agreed to provide support as needed during Cllr Durkin's absence. He can be contacted by telephone on 07792 881921 or by email at [graham.biggs@herefordshire.gov.uk](mailto:graham.biggs@herefordshire.gov.uk). Members wished to record their best wishes to Cllr Durkin and wished him a speedy recovery.

**5.2. Representation from Members of the Public:**

**5.2.1.** A member of the public informed the meeting that one of their horses had recently died. A public footpath runs through their land and it is their understanding that something might have been fed to the horse that, despite medical intervention, led to the death. Signage asking walkers not to feed the animals had been vandalised. The Parish Council were asked for their support to raise awareness of the issue. It was agreed that a notice would be prepared by the HALC Cover Clerk, which would be posted onto the Upton Bishop website, Facebook page and submitted to the Chimes. Members expressed their sympathies to the parishioners for their loss.



## 6. Finance:

### 6.1. Quarterly Finance Report: Members received a finance report noting:

- 6.1.1. **Bank Balances:** Current account £5,866.90 and Reserve Account £10,852.22 both as of 10<sup>th</sup> August 2023 (latest bank statement). Total available funds £16,719.12.
- 6.1.2. **Income v Expenditure:** Annual income to date is £9,313.00 which represents the first precept payment. The second precept payment is due later in September. Expenditure to date is £20,096.
- 6.1.3. **Expected Out-turn:** Higher than expected expenditure is as a result of the large un-forecast bill relating to the recent dispute. However, savings are being made due to not having a permanent clerk in position. A grant application has been submitted to Herefordshire Council for £1708 for the 2023/24 Lengthsman Grant, along with a further £1708 matched funding towards road drainage and maintenance works. Year-end expenditure is predicted to be £22,415.78 against a budget of £18,626.00, but it is anticipated that the bank balances will be in good health.

### 6.2. Payments: It was RESOLVED: to approve the following invoices for payment:

- 6.2.1. HALC, Clerk Cover (13/7/23), £279.12 inc VAT
- 6.2.2. Wayne Reed, Lengthsman - August, £720.00

### 6.3. Draft Budget 2024/2025: Members were informed that a draft budget for 2024/25 and an outline budget for the following two tax years has been prepared and will now be published for public consultation. Accordingly, the draft budget has been attached to these minutes as Appendix A.

It was noted that the Lengthsman budget has accounted for the receipt of grant funding from Herefordshire Council; the Clerk's salary has been anticipated at 8 hours per week at SCP25; and that payments of the PWLB loan will have concluded prior to 1<sup>st</sup> April 2024. The draft budget includes a plan to build reserves at a moderate level which will enable the council to deal with any future unexpected contingencies. It was therefore proposed to apply a small increase of 2.5% to the precept, raising it from £18,626.00 to £19,100.00.

Members were invited to consider the draft budget and feedback any comments to the November meeting. The draft budget will be published on the website and members of the public were also invited to respond.

### 6.4. External Audit 2022/23: Members were informed that the External Auditor, PKF Littlejohn, have not yet finalised the audit and therefore this item will be deferred to the next meeting.

### 6.5. Request for Veteran's Support: In accordance with his declaration of interest, Cllr Rusby asked Cllr Tyers to lead this item. Members were informed that a request had been received asking for financial support towards a veteran outreach support centre in Ross on Wye. It is understood that the project is currently aspirational and does not have funding yet, and that Ross on Wye has one of the highest proportions of veterans in the county. A member of the public offered the use of their facility

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at Meadowbank Stables. It was agreed this may be better offered directly and to share contact details accordingly. The Clerk informed the meeting that if members were minded to support the project, any considered expenditure would need to be proportional to the number of veterans in the parish that may be supported by such a service.

**It was RESOLVED:** to establish the number of veterans within the parish; whether there is a clear and present need within the veteran community in the parish; and to establish the level and expectations of a donation. A member of the public with relevant experience in this field volunteered to assist, which was accepted with thanks. Cllr Rusby abstained from voting in accordance with his declaration of interest.

7. **Planning:** There were no planning related matters to consider.

8. **Footpaths:** There was no footpath report and no footpath related matters to consider.

9. **Highways:**

Members received an update and agreed actions as required:

9.1. **£125,000 Traffic Calming Project:** HC and BBLP have completed the engineering designs for all of the work requested in the prioritised plan, including the engineering for the Speed Indicator Devices, but not the devices themselves as these could be funded via an alternative grant at a later stage. It was indicated that further funding for resurfacing may be allocated so that the £125,000 project funding is not used for resurfacing. The project remains on track for completion within the current financial year, with the next stage expected to be the receipt of a costed plan.

Members of the public raised concerns about works outside of the prioritised plan, such as the lack of pavements in the parish, and additional safety signage. It was noted that 17 projects had been identified which included these items, but it was not possible to include them all within a budget of £125,000. The agreed prioritised scheme is available to view on the Parish website.

9.2. **Lengthsman Funding 2023/24:** As reported earlier in the meeting, and as approved at the last meeting, members were informed that an application for the Lengthsman grant for 2023/24 (£1708) has been submitted, together with an application for a further £1708 of matched funding. At the time of the meeting, the matched funding applications were being considered by HC. The Chairman wished to note that he would submit an attachment to these minutes once he had been notified of HC's decision.

9.3. **EV Charging Points:** Members were informed that, before his sick leave, Cllr Durkin had asked parishes to identify locations for the possible installation of EV charging points. Cllr Rusby has responded to the enquiry identifying one possible location. It was understood that the scheme is in its infancy and the matter will be presented to full council if or when a proposal is received.

10. **Website:**

Members received a report noting recent events that have taken place in the parish during July and August, regular updates on parish amenities, and information about forthcoming events, notably the fun vegetable

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and produce show on 30<sup>th</sup> September, the launch of a new Women's Circle on 17<sup>th</sup> September and a village quiz on 13<sup>th</sup> October.

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

- 11.1. Consideration of Draft Budget
- 11.2. Consideration of Veteran's Support Grant
- 11.3. Completion of External Audit 2022/23
- 11.4. Update on Traffic Calming Scheme
- 11.5. Update on Clerk Recruitment
- 11.6. Website Report

**12. Date of the Next Meeting:**

- 12.1. Tuesday 7<sup>th</sup> November 2023, 7pm, Millennium Hall, Ordinary Parish Council Meeting

The meeting closed at 8.05pm.

SIGNED .....  ..... DATE 07 NOV 23 .....

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APPENDIX A: DRAFT BUDGET 2024/25

	April	May	June	July	August	September	October	November	December	January	February	March	Expected Yr 31.3.25
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
<b>EXPENDITURE</b>	£	£	£	£	£	£	£	£	£	£	£	£	£
Clerks Salary inc PAYE	624.00	624.00	624.00	624.00	624.00	624.00	624.00	624.00	624.00	624.00	624.00	624.00	7,488.00
PAYE Admin	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	156.00
Clerks Home Allowance	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Clerks mileage	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	100.00
Stationary	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	96.00
IT software				80.00									80.00
Audit						277.00						210.00	487.00
Insurance			408.00										408.00
HALC subscriptions										596.00			596.00
ICO	42.00												42.00
Website	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Meeting Hall Hire	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	504.00
Training & recruiting			100.00			100.00			100.00			100.00	400.00
Lengthsman	432.00	432.00	432.00	432.00	432.00	432.00	432.00	432.00	432.00	432.00	432.00	432.00	5,184.00
PWLB													
IT support - Website/Cliks computer	52.50	52.50	52.50			52.50			52.50				210.00
Parish event					250.00								250.00

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