

UPTON BISHOP PARISH COUNCIL

Parish Councillors are summoned to an Ordinary Meeting of the Upton Bishop Parish Council at the Millennium Hall, Upton Bishop, on Tuesday 25th June 2024 at 7.00pm

The Public and Press are cordially invited to attend.
This meeting may be recorded under Standing Order 31

Agenda

- 1. To receive apologies for absence**
- 2. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items**
- 3. To consider, approve and sign the minutes of The Parish Council meeting held on 7th May 2024**
- 4. Public Question Time**
 - 4.1. To receive representations from members of the public**

Designated maximum period of 15 minutes to accommodate members of the public who may wish to either raise relevant issues or ask the Parish Council questions
 - 4.2. Ward Councillors report**
- 5. Planning**
 - 5.1. To Comment on Planning Applications for Determination by Herefordshire Council:
 - 5.1.1. 240214 - Stables at Upton Court, Upton Bishop, Herefordshire, HR9 7UN – Proposed conversion of existing stables into farm workers accommodation on the ground floor with a farm office on the upstairs. Application type: Planning Permission.
 - 5.1.2. 241275 - Stables at Upton Court, Upton Bishop, Herefordshire, HR9 7UN – Proposed conversion of existing stables into farm workers accommodation on the ground floor with a farm office on the upstairs. Application type: Listed Building Consent.
- 6. Finance**
 - 6.1. To receive the most recent finance report and bank reconciliation
 - 6.2. To consider the following invoices for payment
 - 6.2.1. Clerk's salary – April, May & June 2024 as per agreed contract
 - 6.2.2. HMRC – PAYE for April (£104.00), May (104.20) & June 2024 (£104.00) – totalling £312.20
 - 6.2.3. Wayne Read – Lengthsman work April 2024 Road signs & general maintenance - £432.00 (no VAT)
 - 6.2.4. Wayne Read – Lengthsman work May 2024 Grass cutting, general maintenance, grips & gulleys - £432.00 (no VAT)
 - 6.3. To consider the payment of regular commitments between meetings to meet contractual and legislative deadlines.

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6.4. To consider the Annual Governance and Accountability Return 2023/2024

6.4.1. To receive and note the Annual Internal Audit Report 2023/2024

6.4.2. To consider the findings of the annual Internal Audit Report 2023/2024 and agree actions to address any identified areas for improvement.

6.4.3. To consider and approve Section 1 – Annual Governance Statement 2023/2024.

6.4.4. To consider any NO responses on Section 1 – and agree actions to address these areas.

6.4.5. To consider, approve and sign Section 2 – Accounting Statements 2023/2024 including the bank reconciliation 2023/24, the explanation of variances 2023/2024 and the bank reconciliation, accounts (Current & Reserve) and analysis, including cash book.

6.4.6. To consider and approve the updated asset register and the asset risk assessment

6.4.7. To consider, approve and set the dates of the Period for the Exercise of Public Rights

6.5. To consider the appointment of an Internal Auditor for 2024/2025

6.6. To consider continuing to use the “payments and receipts” accounting method for 2024/2025

6.7. To consider adoption of the NALC model financial regulations

7. Donations & Grants

7.1. To consider a request for a donation to the Lego Club

7.2. To consider a request for a grant towards shed replacement to the Upton Bishop Allotment Association

8. Lengthsman

8.1. To consider an update on works carried out by the Lengthsman

8.2. To consider work to be carried out by the lengthsman

8.3. To note the submission of the lengthsman grant papers to Hereford Council and the amended grant available.

8.4. To receive an update on drainage grant funding and consider actions arising from this

9. Footpaths

9.1. To receive an update from the Footpath’s Officer and consider actions arising from this

9.2. To consider application for Herefordshire Council PRow grant funding

10. Highways

10.1. To consider road issues for reporting to Balfour Beatty

10.2. To consider the verges to be submitted to Balfour Beatty as only requiring one cut this year.

11. To consider items for the next meeting – No discussion

12. Date of next scheduled meeting – Tuesday 3rd September 2024 at the Millennium Hall, Upton Bishop

Andrée Mitchell

Date: 20th June 2024

Parish Clerk and RFO to Upton Bishop Parish Council