

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 3rd September 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 meetings held on:**
 - 3.1. 26th June 2024
 - 3.2. 6th August 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 Councillor's report
 - 4.3. Millenium Hall report
 - 4.4. Website report
5. **Planning**
 - 5.1. To Comment on Planning Applications for Determination by Herefordshire Council:
 - 5.1.1. **Planning Consultation - 242030** - Kempley Barns Holiday Lets Woodhouse Farm, Upton Bishop, Ross-On-Wye, Herefordshire HR9 7UW.
6. **Lengthsman**
 - 6.1. To consider an update on works carried out by the Lengthsman
 - 6.2. To consider work to be carried out by the lengthsman
 - 6.3. To consider an update on the lengthsman grant and management process following transfer of management to Herefordshire Council
 - 6.4. To receive an update on drainage grant funding and consider actions arising from this
7. **Footpaths**
 - 7.1. To receive an update from the Footpaths Officer and consider actions arising from this
 - 7.2. To receive an update on the Herefordshire Council PRow grant funding

UPTON BISHOP PARISH COUNCIL

8. Highways

- 8.1. To consider road issues for reporting to Balfour Beatty

9. Policies & Procedures

- 9.1. To consider an update on the policies and procedures review
- 9.2. To consider the amended Councillor Code of Conduct
- 9.3. To consider the Training and Development policy

10. Finance

- 10.1. To consider the most recent finance report and bank reconciliation
- 10.2. To consider the following invoices for payment
 - 10.2.1. Clerk's salary – August 2024 as per agreed contract
 - 10.2.2. HMRC – PAYE for August 2024 (£104.00)
 - 10.2.3. Wayne Reed – Lengthsman work June, July & August 2024 – General maintenance, grass cutting, weed cutting & grips, gullies and salt bins - £1,008.00 (no VAT)
 - 10.2.4. Herefordshire Association of Local Councils – Completion of the Internal Audit for 2023/24 - £250.00 + VAT (£50.00)
 - 10.2.5. Herefordshire Association of Local Councils – Clerk Cover and mileage for meeting 2nd April 2024; Clerk recruitment; CiLCA training for clerk (2 modules) - £1,012.60 + VAT (£202.52)
 - 10.2.6. Upton Bishop Millennium Hall – 2024/25 Quarter 1 hall hire - £60.00 (No VAT)
- 10.3. To note the following regular contractual payments made between meetings
 - 10.3.1. Clerk's salary – July 2024 as per agreed contract
 - 10.3.2. PAYE for July 2024 (£104.20)
- 10.4. To consider an update on the 2023/2024 AGAR and Annual Accounts

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

12. Date of next scheduled meeting – Tuesday 2nd October 2024 at the Millennium Hall, Upton Bishop

A resolution will be passed to exclude the press and public from the following confidential item

13. To consider an update on the External Auditors report 2022/23

Andrée Mitchell

Date: 29th August 2024

Parish Clerk and RFO to Upton Bishop Parish Council