

# 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 1<sup>st</sup> October 2024 at 7.00pm**

The Public and Press are cordially invited to attend.  
*This meeting may be recorded under Standing Order 3I*

## 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 extraordinary meeting held 6<sup>th</sup> August 2024 and the ordinary meeting held 3<sup>rd</sup> September 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. Millennium 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 – 242294 – Tan House Stables, Upton Bishop, Ross-On-Wye, Herefordshire HR9 7UP – Proposed ancillary building for home office and gym.  
Application type: Full Householder.
    - 5.1.2. Update on consultation on the National Planning Policy Framework
- 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 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

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## 8. Highways

8.1. To receive an update and consider road issues for reporting to Balfour Beatty

## 9. Communications

9.1. To consider progress on Phocle Green Broadband

## 10. Finance

10.1. To consider the most recent finance report and bank reconciliation

10.2. To consider the bank mandate and move to online banking

10.3. To consider the following invoices for payment

10.3.1. Clerk's salary – September 2024 as per agreed contract

10.3.2. HMRC – PAYE for August 2024 (£104.20)

10.3.3. PKF Littlejohn – External Audit costs associated with the council year end annual governance and assurance review year ended 31st March 2023 – £5,307.25 + VAT (£1,061.45)

10.4. To note payments and receipts between meetings including the second tranche of the Precept £9,313.00

10.5. To consider an update on the 2022/23 External Audit

10.6. To consider an update on the 2023/24 AGAR and Annual Accounts

10.7. Grants and Donations

10.7.1. To consider a grant request of £50 for Morris Dancers for the Harvest Weekend 18th to 20th October 2024

10.7.2. To consider a grant request of £70 for a professional face painter for the Christmas Fayre 7th December 2024

10.8. Update on the internal audit procurement

10.9. Update on financial management software review

## 11. Clerk's report

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

13. Date of next scheduled meeting – Tuesday 3<sup>rd</sup> December 2024 at the Millennium Hall, Upton Bishop

*Andrée Mitchell*

Date: 26<sup>th</sup> September 2024

Parish Clerk and RFO to Upton Bishop Parish Council