

# UPTON BISHOP PARISH COUNCIL

## Minutes of the Meeting of Upton Bishop Parish Council

Held at Millennium Hall

Tuesday 6 August 2019 at 7.00pm

Present:

Councillors: Keith Cornwall (Chairman), Alison Feist, Paul Newman, Mike Robins, Brian Spencer, Hazel Strange.

**In attendance:** Richard Abolins (Clerk), Ward Councillor Barry Durkin, 21 members of the public

The Chairman introduced the new Clerk who gave a brief summary of his credentials. His email address is [clerk@uptonbishoppcc.org](mailto:clerk@uptonbishoppcc.org)

1. **Apologies** – Councillor Chloe Rusby
2. **Declaration of interests** – Councillor Cornwall declared an interest in the Church Lane barn conversion, if that arose in the meeting.
3. **Minutes of previous three meetings ... 2 July, 9 July and 18 July 2019**  
Following the discussion in item 13 on 2 July about the Parish Action Sheet, it was **resolved** to post a list on the website. Councillor Feist was present at the meeting on 9 July. Subject to these amendments, it was **resolved** to adopt all sets of minutes
4. **Public participation session**
  - 4.1 Ward Councillor Barry Durkin outlined his July report (attached)
    - 4.1.1 Blue Sky Botanics had received planning permission from the planning committee, but he did not believe that the traffic plan was adequate. All that can be done now is to monitor the traffic to ascertain whether it falls within the plan.
    - 4.1.2 Nothing to report on the barn conversion
  - 4.2 The defibrillator presentation will be given in the September meeting.
  - 4.3 Public representations
    - 4.3.1 A resident asked if councillor contact details could be posted on the website. In general, she was anxious to clarify any confusion between the parish website and the council website. They were in reality the same. She offered access to the site to the Clerk for him to maintain it. The whole matter of the website will be discussed in the next meeting.
    - 4.3.2 A resident asked that new councillors introduce themselves to the public. Being his first meeting, Councillor Robbins did so.
    - 4.3.3 Two residents complained that access at Phocle Green was blocked because of building materials and parked cars. The Chairman said that the Council will look into it.
    - 4.3.4 A resident repeated earlier requests for the lighting issue at Pomona Grove to be dealt with. The Chairman said that with a new clerk on board, we can chase this up more effectively.
    - 4.3.5 A resident said that roads in Phocle Green was unsafe because hedges were covering the road signs. Other residents had similar issues with hedges and the Chairman said that the Council will follow this up with Balfour Beatty.
    - 4.3.6 A resident complained that a barrel place on the pavement outside the Moody Cow forced pedestrians to walk in the road. Similarly, at weekends in particular, parked cars outside the pub caused problems for pedestrians. The Council will follow this up with Balfour Beatty.
5. **Policies and procedures**
  - 5.1 The GDPR documents circulated to councillors were standard procedures but would ensure that the Council would handle data correctly. It was **resolved** to approve these documents and post them on the website.
6. **Planning**
  - 6.1.1 191581 certificate of lawfulness. This had been approved and there is little that can be done now.
  - 6.1.2 192315 change of use of land for siting of two caravans. The objections were the same as for the siting of 5 caravans and it was **resolved** to ask the Clerk to lodge the same objections.

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### 7. Finance

- 7.1 It was **resolved** to approve regular payments and review in April 2020
  - 7.1.1 Clerk's salary – regular item approved
  - 7.1.2 Lengthsman's bill – not received
  - 7.1.3 Parish website – regular item approved
  - 7.1.4 Millennium Hall – agreed to receive quarterly bills
- 7.2 It was agreed to investigate on-line data storage, but in the short term the use of an external hard drive and a back-up device would save the cost of purchasing a separate laptop. It was **resolved** to approve the purchase of two external hard drives at approximately £40 each

### 8. Neighbourhood Development Plan

- 8.1 Councillor Spencer reported that David Nicholson had been appointed as consultant as agreed. Final questions for the questionnaire will be agreed next week and the questionnaire should be ready by the end of September.
- 8.2 The next meeting will be on 13 August at 7.00 in the Millennium Hall meeting room

### 9. Highways and footpaths

- 9.1 The Footpaths Officer reported that insurance issues have been resolved and that he is beginning to establish necessary work on paths, stiles, fingerposts, etc. He is building up a list of contacts of landowners and volunteers and will liaise with the Clerk on GDPR and risk assessment issues.
- 9.2 A contract was being signed with the Lengthsman together with a work schedule. This needs to be located and actioned. It was important to differentiate between work to be done by the Lengthsman and by Balfour Beatty, because there could be a significant cost saving to be made. The Chairman reported that he had spoken to the Balfour Beatty Locality Manager about outstanding work to be undertaken around the parish. It was agreed that the Chairman, Councillor Newman and the Clerk should meet with the Locality Manager to clarify what needs to be done
- 9.3 Howard Etheridge is setting up the Speed Watch group. Volunteers are asked to give their names to Howard or Councillor Feist. They will then need to register on the Speed Watch website.
- 9.4 Contact with the Locality Steward was discussed under item 9.2 above.

### 10. Public participation session

- 10.1 A resident asked what was being done with the savings being made. The answer is that there is less need to use up reserves. The precept has been very low for a few years and in order to maintain services, it is likely that it will have to be increased next year.

### 11. Items for next meeting agenda

- 11.1 Website

### 12. Next meeting

Tuesday 3 September 2019 at 7.00pm in the Millennium Hall.

The Chairman closed the meeting at 8.19pm

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

# Ward Report – For July 2019

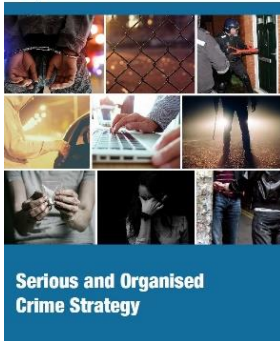
## From your local County Councillor Cllr Barry Durkin

### Old Gore Ward – Herefordshire Council

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#### PCC Outlines New Commitment to Tackling Serious and Organised Crime

John Campion is proposing a “relentless” new approach to tackling serious and organised crime in West Mercia.



The Police and Crime Commissioner’s new proposals include:

- Measures to better protect the most vulnerable people in our communities;
- Ensuring ‘relentless disruption’ and tough, targeted enforcement action against the criminals who seek to harm our communities;
- Ensuring criminals are stripped of illegal assets and money, and then reinvesting it into our communities;
- Improved partnership working and information sharing to create a ‘borderless’ approach, and tackle the root causes of serious and organised crime

John Campion said: “The impact of crimes such as child sexual abuse, county lines drugs trades, modern slavery and human trafficking can be devastating. They can destroy individuals and damage entire communities.”

“We need to better support victims. We need local and national partners to work together more. We need to empower our communities to work closer with the police. Most of all perhaps, we need to be very clear that our police will be relentless in disrupting this offending, and bringing criminals to justice.”

“West Mercia remains a comparatively safe place, but we are not immune to serious and organised crime. This plan outlines how I will play my part and work with others to ensure our communities are safer and feel safer”.

<https://www.westmercia-pcc.gov.uk/wp-content/uploads/2019/07/SOC-Strategy-Cover.jpg?x30201>

#### BERYL Bikes have come to Hereford - Hereford’s version of the Boris bike.



BERYL Bikes have come to Hereford. A Beryl bike can be picked up and dropped off in the marked ‘Beryl Bays’, which are positioned around the city. It is a pay-as-you-ride scheme; £1 unlock fee plus 5p per minute. There are other options available – no unlock fee with bundles starting at 100 minutes for £5 or day passes – that’s 24 hours of unlimited riding for £12. You will need the Beryl mobile phone app, which is available for iOS and android.

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A little bit of history about this scheme.

This was an initiative implemented by the previous Conservative administration. Councillor Barry Durkin (your ward councillor) approved the implementation of a city wide bike share scheme in July 2018 as part of the local transport plan. The idea was for a free floating bike share scheme covering the city (now known as “Beryl Bikes”).

In conjunction with the bypass the aim was to reduce congestion on the roads around the city, encourage people to walk, take public transport, help improve air quality and at the same time get people on their bike or in this case a Beryl Bike. The new council has continued my vision and let’s hope it’s a success – all we need now is the new council to approve the rest of the transport plan so we can clear out all those polluting HGVs that pass through our city in their hundreds every day.

**Don’t leave your dog to die**

Herefordshire Council is working with The Dogs Trust and the British Parking Association (BPA) to back the ‘Dogs Die in Hot Cars’ campaign, which aims to highlight the dangers of leaving dogs in cars during hot weather and advises the public as to what action to take if they see a dog in distress.

The RSPCA reported 8,290 calls relating to animals and heat exhaustion in 2018 – 90 per cent of which were about dogs in hot cars – including 33 in Herefordshire. Keeping an eye out for dogs in distress during hot weather and taking appropriate action could be the difference between life and death.

Many people believe it is okay to leave a dog if the windows are slightly open or they park in the shade, but this is still very dangerous. A car can quickly become extremely hot, even when it doesn’t feel that warm – if it’s 22°C outside, the inside of a car can reach up to 47°C within an hour. If dogs are too hot and unable to reduce their body temperature by panting, they risk developing potentially fatal heatstroke.

The signs of heatstroke include:

- Heavy panting
- Excessive drooling
- Appearing lethargic, drowsy or uncoordinated
- Collapse or vomiting

If you notice a dog exhibiting these symptoms, or if you are concerned about the welfare of a dog in a car for any other reason, please call 999 immediately.

Herefordshire Council’s Civil Enforcement Officers patrol and monitor to ensure dogs have not been left at risk. As well as intervening with the vehicle owners, they are also instructed to contact the police if they notice a dog in serious risk of harm.

**Annual Canvass 2019/20**

**OVERVIEW**

The Herefordshire Annual Canvass started on 15th July. The purpose of the Canvass is to compile an accurate Electoral Register, which will be published on 1st December 2019.

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The canvass is a legal requirement for Local Authorities, and it is a good opportunity for the council to check accuracy and increase the number of registered electors in Herefordshire.

#### HOW IT WORKS

The Canvass will happen in a similar way to previous years. This means that every residential property in the county will be sent a Household Enquiry Form (HEF). This form will show all members of the household currently registered to vote.

The Household is then responsible for confirming the details, or adding or deleting electors as appropriate.

Any resident aged 18 or over can complete the HEF on behalf of the whole household. It is a legal requirement that the HEF is completed and returned from every property.

#### HOW TO RETURN THE COMPLETED FORMS

Residents have a choice of four different methods to complete their HEFs:

- online
- phone
- text
- post

Each of these is free of charge and full and easy to follow instructions are on the Forms. We are encouraging use of the non-postal methods, as these save us time and money.

#### **Time to check your voter details**

At this time every year, around 87,000 households in Herefordshire will receive their Household Enquiry Forms to check their details are correct on the next published electoral register, as part of the council's annual canvass.

It is a legal requirement for households to respond to the form and update the information held by August 2019. As well as ensuring residents have the right to vote, the annual survey is an opportunity to sign up to postal or proxy voting.

The electoral register is used by companies and organisations for credit checks and to verify personal details, such as when people open bank accounts or seek credit. Not being registered on the electoral roll can have a negative impact on a person's credit rating.

#### **Review of polling districts, polling places and polling stations 2019**

Herefordshire Council is inviting the public to comment on the polling arrangements it uses for elections.

The review includes polling district boundaries and polling stations, but does not affect ward or constituency boundaries. The location and accessibility of polling station buildings will be reviewed to ensure that all electors have reasonable facilities for voting. Residents will also have the opportunity to suggest other buildings that may be used for polling.

Herefordshire Council is keen to hear from any interested individual, group or organisation about alterations to current electoral arrangements, particularly from those with expertise in access for persons with any type of disability. Any elector within Herefordshire or within the North Herefordshire or Hereford and South Herefordshire parliamentary constituencies may

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take part in the consultation.

The consultation opens today (15 July) and runs until 23 September 2019. Final recommendations will be presented to Full Council in October 2019, based upon consultation feedback and the (Acting) Returning Officer's comments.

Printed copies of the polling review proposals can be viewed at Hereford Town Hall, and Hereford, Leominster, Ross, Ledbury, Kington and Bromyard library. It takes just minutes to view the proposals and complete the polling review online at <https://www.herefordshire.gov.uk/pollingreview>

**Websites Seminar - for Town and Parish Councils**

I am encouraging you my Parish Councils to attend this free Seminar to look after your website.

Town and Parish Councils have been invited to a free Websites Seminar on 14th August at 10.30am at Herefordshire Council's Plough Lane offices to get advice on how to get the most from their websites. Further details, including how to book, have been emailed to Clerks.

A website is an essential tool to help Parish and Town Councils communicate and share information with communities. Although Council's use different website hosts and designs, the way a Town or Parish Council can use it to share information and engage with the community is the same, and guidance on what content to use, and in what format, will apply to all.

At this Seminar, Herefordshire's website expert, Anna Wilde, will discuss how to get the most from a Town or Parish Council website, share tips on content, site/page navigation, maintenance, accessibility, document formats and more. There will also be an opportunity for Q&A.

**Pop-up planetarium offers families a unique galactic adventure – Summer Reading**

Ross-on-Wye and Ledbury Libraries will host a pop-up planetarium on Saturday 10 August to entertain aspiring astronaut, as part of the 2019 Space Chase Summer Reading Challenge.

Inspired by the 50<sup>th</sup> anniversary of the first moon landing, an inflatable planetarium will host three shows, visiting Ross in the morning and heading over to Ledbury for the afternoon. For more details review:

<https://www.herefordshire.gov.uk/news/article/840/out-of-this-world-fun-at-your-local-library-this-summer>

**National study ranks Herefordshire second best performing council in England for supporting children with high needs**

Herefordshire has been recognised as second in England for supporting for children with high needs in a recent study that rates all the local authority areas.

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A study by the independent consultancy IMPOWER looked at 39 national data sets to measure value within high needs funding and the outcomes for high needs children to rate council's overall performance.

The results of the study can be viewed on the [IMPOWER](#) website.

### **Road improvement works set for August**

Works to improve the A4103 and A438 in Herefordshire will take place during the last two weeks of August.

Four stretches of the A4103 Hereford to Worcester road will be resurfaced between August 19 and 29, together with four stretches of the A438 Hereford to Brecon Road between August 19 and 30. The work, which will further improve these strategic routes across Herefordshire, is the last of three-years of improvements funded as a result of the council's successful bid to the DfT's Local Highways Maintenance Challenge.

No work will take place at weekends or on the August Bank Holiday Monday and any changes to the programme will be updated on the council's social media channels, primarily Twitter via @HfdsStreets.

### **Locality Steward Report of action - Old Gore**

- Carried out 50.48 sq metres of 10mm Wearing Course Carriageway Repairs on the B4221 from Runsel Grange to Windy Hollow, Gatsford Pitch, B4225 Old Gore to South of Old Gore Road, A449 from Rocks Place Road to Woodredding, B4224 from Fiddlers Green to the Moors and the C1273 Rose Cottage to Caplar Lodge
- `Sided out` 400 metres of debris from the kerb on the B4214 from Cross in Hand to Caple Forge and
- Attended a Highways Incident – diesel leak on the A449 from Burnt House to Park Farm
- Followed up on a report of a visibility splay on the A449 which has since been cut in Phocle Green
- Inspected a PROW in Foy regarding a report of dangerous stiles and a crop obstructing pedestrian access
- Attended Upton Bishop regarding two reports of missing sign posts. Raised a defect to cut back the vegetation on one and raised a job to install another

Regards



**Barry Durkin**  
**Old Gore Ward**

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**Parishes Information**

Brampton Abbotts has just received approval for a Traffic Regulation Order enabling speed indication in the village and approaching the village to be reduced.

**General Information**

**Council tax reduction or exemption**

You can get money off your Council Tax bill, or even pay nothing, in certain circumstances. A discount or exemption depends on your current situation and circumstances, but does not take account of income or savings. If you are on a low income, you may also be able to get help to pay your bill through Council Tax Reduction. We will need to assess your financial and other circumstances to see what help you qualify for.

[https://www.herefordshire.gov.uk/info/200146/council\\_tax/39/council\\_tax\\_reduction](https://www.herefordshire.gov.uk/info/200146/council_tax/39/council_tax_reduction)

**Please report any problems on highways or footpaths using the links below or phone 01432 261800.**

Please note that Herefordshire Council strongly encourages Balfour Beatty to promote all service requests and queries should be logged via the HC website at <https://myaccount.herefordshire.gov.uk/report-a-pothole> or <https://www.herefordshire.gov.uk/transport-and-highways/maintenance/potholes>

Please use the website or call the customer services call handling team. This will help ensure that everything is logged in to the operating system known as CONFIRM where it can be responded to in a timely way.

For any PROW (Public Rights of Way) maps or problems, you can report these via the following link on the Herefordshire Council's website:

[https://www.herefordshire.gov.uk/info/200136/travel\\_and\\_transport/248/public\\_rights\\_of\\_way\\_map](https://www.herefordshire.gov.uk/info/200136/travel_and_transport/248/public_rights_of_way_map)

You can search for PROW information on the map using: - Footpath references, Postcodes, Addresses and Grid References e.g. 354000 254000

If you wish to make a claim as a result of damage to your vehicle

[https://www.herefordshire.gov.uk/info/200196/roads/206/highway\\_claimsplease\\_use](https://www.herefordshire.gov.uk/info/200196/roads/206/highway_claimsplease_use)

Report fly tipping it will be dealt with in a much quicker time frame by either calling the Contact Centre above or by logging the fly tipping via the council website on the links below as your enquiry

[https://www.herefordshire.gov.uk/info/200226/report\\_a\\_problem/98/fly\\_tipping](https://www.herefordshire.gov.uk/info/200226/report_a_problem/98/fly_tipping)

**General Data Protection Regulations Statement**

The General Data Protection Act places obligations and responsibilities on any company, organisation and individual who hold and process personnel information, and it comes into force on the 25th May 2018; superseding the Data Protection Act 1998. As a County Councillor I hold a list of emails of local people that I have built up over the years which I retain and use on my council computer and email. I can give you all the reassurance that I do not and will not share those email addresses with any third party.

**In seeking legal compliance as a data controller I am requesting that if anyone is unhappy with my holding their email contact that you please advise me so that I am able to remove you from the list.**

Otherwise I will retain your email contact and continue to send you monthly updates, emails as required and occasional key information.