

UPTON BISHOP PARISH COUNCIL

Agenda for the meeting of the Parish Council

to be held in the Main Hall of the Millennium Hall
At 7.00pm on Tuesday 3 September 2019

Councillors are summoned to attend; the press and public are invited to attend

1. Co-option

- 1.1. To receive statements from two candidates
- 1.2. To vote for one candidate to fill vacancy
- 1.3. To accept signed declaration of acceptance of office

2. Apologies: To accept apologies and note reasons for absence

3. Declarations: To receive declarations of interest and consider any written applications for dispensations

4. Minutes: To accept the minutes of the previous meetings held on 6 August 2019

5. Public participation session:

- 5.1. To receive the report and updates from the Ward Councillor
- 5.2. To receive presentation on defibrillator
- 5.3. To receive representations from the public (*15 minutes allowed with a maximum of 3 minutes per person*)

6. Policies and procedures

- 6.1. Recording of Council meetings
- 6.2. Risk management policy
- 6.3. Risk management scheme

7. Finance

- 7.1. To confirm appointment of Parish Clerk as Responsible Financial Officer
- 7.2. To receive report from RFO
- 7.3. To approve the payments on Appendix 1
- 7.4. To approve expenditure on envelopes and printing from within the NDP budget
- 7.5. To approve registering with NEST Corporation as a future pension scheme

8. Neighbourhood Development Plan

- 8.1. To receive update from Steering Group
- 8.2. To confirm date of next meeting

9. Highways and footpaths:

- 9.1. To receive update from the Footpaths Officer
- 9.2. To receive update on the Lengthsman's contract
- 9.3. To receive update from meeting with Locality Steward
- 9.4. To approve the formation of a Speedwatch working group delegate authority to set up the group with West Mercia Safer Road Partnership

10. Website

- 10.1. To approve the proposed website policy
- 10.2. To ratify the decision by the Parish Clerk to obtain the domain uptonbishoppcc.org and the email address clerk@uptonbishoppcc.org

11. Public participation session:

- 11.1. To receive representations from the public (*at Chairperson's discretion if time permits at the end of the meeting*)

12. Items for next meeting agenda: (No discussion)

- 12.1. Update from Speedwatch working group
- 12.2. Draft budget for 2020/21

13. Next meeting: - Tuesday 1 October 2019 at 7.00pm in the Millennium Hall

Signed *R J Abolius*
3 September 2019

Clerk to The Council

29 August 2019

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Upton Bishop Parish Council

Meeting on 3 September 2019

Proposed payments to be approved

Payee	Reason	Amount
DJN Planning Limited	NDP questionnaire advice	£298.50
HALC	Clerk recruitment	£240.00
Richard Abolins	2x external hard drives	£79.96
Sarah Lawrence	Clerk's work – 1 week	£45.60
		£664.06

Signed by Chairman of the Meeting

Date