

UPTON BISHOP PARISH COUNCIL

Minutes of the Extraordinary Meeting of the Upton Bishop Parish Council held on Tuesday 5th November at 7pm in the Upton Bishop Millenium Hall

Present

Councillors: Mark Rusby (Chairman), Mike Tyers, Guy Cooper, Keith Cornwall, Vicki Eldridge, Andy Parr

In attendance:

Andrée Mitchell (Clerk/RFO), Barry Durkin (Ward Cllr)

Public: 17

The meeting opened at 7pm.

1. To receive apologies for absence:

Cllrs Michael Wallace and Paul Newman had sent apologies.

2. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items

There were none.

3. Public Question Time:

3.1. To receive representations from Members of the Public:

A member of the public had been in touch with Herefordshire Council because there were very few comments on the website for the planning application for the caravan site application to be discussed at this meeting (item 4.1.1). They had advised him that they were experiencing significant delays in publishing comments. The Chairman confirmed that this was the case, and it was expected anticipated that the comments from this meeting were to be published by the 21st November.

A member of the public raised a concern about the volume and speed of traffic on the B4221, combined with poor visibility near the site access for the proposal being considered in item 4.1.1. He had counted more than 50 cars an hour in the eastbound direction at around 1pm earlier in the day and raised concerns about the potential for a serious accident. The Chairman confirmed that this was an important consideration for the council with respect to the planning application.

Signed by the Chairman: _____

Dated: _____

UPTON BISHOP PARISH COUNCIL

4. Planning:

4.1. To comment on planning applications for determination by Herefordshire Council:

4.1.1. Planning Consultation - 241664 - Land at Upton Bishop Fishing Lakes, Ross on Wye, Herefordshire, HR9 7UH – Proposed siting of 40 holiday lodges (caravans) with associated landscaping, environmental improvements and operational development. Application type: Planning Permission.

A comprehensive discussion regarding this planning application was conducted, with most councillors having received representations on the matter. A detailed paper had also been prepared for consideration.

It was RESOLVED to OBJECT to the application with the following comments based around four key areas:

- The application is of a scale and nature that will have a serious detrimental impact on local Open Countryside
- The proposed application looks to be a speculative residential development and is not a sustainable local holiday business.
- The proposed application will have a serious negative impact on Traffic and Access.
- The proposed application has serious Sustainability issues and detrimental impact on the surrounding area.

This OBJECTION is supported by more detailed comments (see attachment).

Three members of the public and Ward Cllr Durkin left the meeting at 7:33pm

4.1.2. Planning Consultation - 242402 - 17 Powell Croft, Upton Bishop, Ross-On-Wye, Herefordshire HR9 7UZ – Proposed single storey rear extension.
Application type: Full Householder.
It was RESOLVED not to submit a comment in relation to this application.

4.2. To consider the need for a planning policy to enable decisions on planning consultations to be undertaken between meetings when necessary

It was NOTED that the council currently we do not have a policy to enable consideration of planning consultations in between meetings should this be essential due to inflexible deadlines set by the planning authority.

It was NOTED that any such a policy would not be a replacement for the Council considering planning applications at meetings or calling an extraordinary meeting, if necessary, for example for contentious and complex applications.

Signed by the Chairman: _____

Dated: _____

UPTON BISHOP PARISH COUNCIL

It was RESOLVED that the clerk would seek advice and draft a policy to enable decisions on planning consultations to be undertaken between meetings when necessary for consideration at the next meeting.

5. Finance

- 5.1. The bank reconciliations for 31st October 2024 and 5th November 2024 (the day of the meeting) were reviewed.

It was NOTED that there were a few unrepresented cheques at a total value of £7,425.30.

It was NOTED that the cheque for Quarter 1 PAYE (2024/25) had not been received in the post by HMRC, and that this had been cancelled and reissued. Also, that PAYE is paid quarterly, though the payment is approved at the same time as the payment of salary to the clerk.

It was NOTED that the current bank balances were:

Treasurer's account	£21,425.58
Business Bank Instant	£11,016.31
Total	£32,441.89

- 5.2. To consider an options appraisal for online banking providers and select a provider. The clerk REPORTED that Lloyds Bank had written to smaller Parish Councils advising that their current business accounts would be transferring to Community Accounts, but that further information was yet to be received and that a recommendation would be brought to the council at a future meeting. It was NOTED that the council would prefer the banking process to be as straightforward as possible for councillors.
- 5.3. It was RESOLVED to make the following payments:
- 5.3.1. Wayne Reed – Lengthsman tasks September 2024 – Grass cutting, General Maintenance, Grips and Gullies - £432 (no VAT)
 - 5.3.2. Wayne Reed – Lengthsman tasks October 2024 – Hedges, fences and general maintenance - £432 (no VAT)
 - 5.3.3. Upton Bishop Millennium Hall – August & September 2024 – Hire of hall and small room - £60 (no VAT)
- 5.4. To note payments and receipts between meetings:
It was NOTED that interest of £9.34 had been received on the Instant Saver Account.
- 5.5. It was NOTED that a letter had been received from External Audit re the 2023/24 Completed Audit Certificate stating:

Signed by the Chairman: _____

Dated: _____

UPTON BISHOP PARISH COUNCIL

We issued our final report and certificate for Upton Bishop Parish Council on 28 September 2024 which contained an 'except for' matter, in relation to the fact that the internal auditor had reported matters in respect of the publication of the prior year AGAR. We have since reviewed the information provided and confirm that the 'except for matter' should not have been raised. We have updated our records accordingly for this error. Once we issue our opinion and certify closure we are unable to reissue our report; however this email may be published alongside the final report and certificate for clarification.

It was RESOLVED to publish the letter on the website with the final report and certificate for clarification.

- 5.6. It was RESOLVED to adopt the NALC Model Financial Regulations for Local Councils adapted for Upton Bishop Parish Council and that these would be reviewed annually and revisited should it be needed to meet the requirements of the council.

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

Usual agenda items. Banking arrangements.

7. To note the date of the next meeting:

Tuesday 3rd December 2024 at Upton Bishop Millennium Hall at 7pm.

The Chairman thanked members of the public and Councillors for attending.

The meeting closed at 7:59 pm.

Signed by the Chairman: _____

Dated: _____