

# 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 11<sup>th</sup> February 2025 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<sup>rd</sup> September 2024, 1<sup>st</sup> October 2024, 5<sup>th</sup> November 2024 and 14<sup>th</sup> January 2025**
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: None.
  - 5.2. To consider an update on recent planning applications considered by the council.
6. **Lengthsman, Highways and Footpaths**
  - 6.1. To receive an update on works carried out by the lengthsman and to consider work to be carried out by the lengthsman
  - 6.2. To receive an update on footpaths/PRoW
  - 6.3. To receive an update on highways, consider any issues or works to be raised with Balfour Beatty
7. **Finance**
  - 7.1. To consider the most recent finance report and bank reconciliation
  - 7.2. To consider the following invoices for payment:
    - 7.2.1. Wayne Reed – Lengthsman tasks January 2025 – Salt bins; Grips, Gullies and laybys (tractor work) – £432 (no VAT)
    - 7.2.2. Upton Bishop Millennium Hall – January 2025 – Hire of hall – £20 (no VAT)

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- 7.2.3. Clerk's salary according to agreed contract for February 2025
- 7.2.4. HMRC – PAYE for clerk's salary for February 2025
- 7.2.5. Parish Footpaths Officer (Cllr Parr) – refund of purchase of materials as per agreed PRoW grant programme - £109.40 (incl. £18.23 VAT)
- 7.2.6. Autela Payroll Services Limited – Payroll April to July 2024 - £81.86 (incl. £13.64 VAT)
- 7.2.7. Autela Payroll Services Limited – Payroll August to November 2024 - £98.23 (incl. £16.37 VAT)

7.3. To consider the transfer of the council's bank account to a new online provider

7.4. To note payments and receipts between meetings

7.5. To consider and approve the budget and set the precept for 2025/26

## **8. To consider correspondence between meetings**

## **9. To consider items for the next meeting – No discussion**

- 9.1.1. Upton Bishop Policy Review forward plan including planning policy between meetings.
- 9.1.2. Finance system procurement
- 9.1.3. Appointment of internal auditor for year end 2024/25

## **10. To consider a resolution to exclude members of the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, to consider a confidential employment matter.**

## **11. Date of next scheduled meeting – Tuesday 4th March 2025 at the Millennium Hall, Upton Bishop**

*Andrée Mitchell*

Date: 6<sup>th</sup> February 2025

Parish Clerk and RFO to Upton Bishop Parish Council