

# UNADOPTED

## UPTON BISHOP PARISH COUNCIL

Minutes Of The Meeting Held On Monday, April 4<sup>th</sup> 2011

In The Millennium Hall, Upton Bishop at 7:00 pm

**Present:**

Cllr Robert Wallbridge-Chairman  
Cllr Tim Shenton  
Cllr Claire Newman  
Cllr Allison Chalmers (PFO)  
Cllr Diana Forrester  
Cllr Alexandra Pokorny

Annette Steele (Clerk/Treasurer)

No parishioners, CSO Paul Leighton in Attendance

Minute Item		Action
<b>1</b>	<b>Open Discussion for Local Residents to raise local issues</b>	
1.1	None	
<b>2</b>	<b>Apologies</b>	
2.1	Cllrs Patrick Bailey & Peter Fray-Vice-Chairman	
<b>3</b>	<b>Declarations of Interest</b>	
3.1	None	
<b>4</b>	<b>Minutes of the Meeting Held on March 7th 2011</b>	
4.1	These were accepted without change and duly signed by the Chairman.	
<b>5</b>	<b>Report from the Clerk on actions requested in the minutes</b>	
5.1	Nothing to report.	
<b>6</b>	<b>Report by County Councillor Barry Durkin</b>	
6.1	Cllr Durkin sent D56-Correspondence with HMRC re use of red diesel.	
<b>7</b>	<b>Community Support Officer's Report</b>	
7.1	Operation Ignite is showing results following information received from parishioners.  Thefts of scrap metal & heating oil continue & the Police urge everyone to remain vigilant.	
<b>8</b>	<b>Parish Footpaths Officers Report</b>	
8.1	There continue to be problems with UB22 at Marsh Farm and correspondence received suggests that the footpath has been re-routed by Herefordshire Council.	
<b>9</b>	<b>Date of next meeting</b>	
9.1	The next meeting will be on Tuesday, May 3 <sup>rd</sup> at 7:30pm and there will be an Extraordinary Parish Council Meeting on Monday, May 16 <sup>th</sup> 2011 at 7:30pm	
<b>10</b>	<b>Update re PAYE for Parish Clerk</b>	
10.1	HALC are slowly providing information regarding the new PAYE system although they have not yet advised Clerks how the Parish Council is to take responsibility for the set-up.	
<b>11</b>	<b>Update re Marsh Farm Appeal</b>	
11.1	The appeal lasted for 4 days and is to resume for an additional 2 days on June 27 <sup>th</sup> 2011.	

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- 12 Lengthsman's Scheme**  
12.1 Nothing to report.
- 13 Highways Matters including considering appointment of Highways Officer**  
13.1 To be discussed at the Annual General Meeting on May 16<sup>th</sup> 2011.
- 14 Accounts, Treasurer's Report and Authorisation of Payment of Accounts**  
14.1 IT WAS AGREED unanimously to pay the following invoices and the cheques were duly signed.
- |                                   |        |
|-----------------------------------|--------|
| Clerk's Expenses-Mar 11           | 8.33   |
| Lengthsman-Mar 11                 | 180.00 |
| Crow Hill Maintenance-Mar 11      | 40.00  |
| HALC Membership 01/04/11-31/03/12 | 180.44 |
- 15 Planning Applications**  
15.1 P7-DMS/110415/F-The Fruit Farm, Upton Bishop, HR9 7UD. Agricultural workers dwelling. Council has no objections.  
15.2 P8-DMS/110507/FH-Ryelands, Upton Bishop HR9 7TU. Detached single storey building containing swimming pool & gym. Council has no objections.
- 16 Correspondence**  
16.1 The following correspondence was tabled.
- |     |            |   |                |
|-----|------------|---|----------------|
| D48 | 11/03/2011 | Information Corner-March 2011   | Halc           |
| D49 | 11/03/2011 | Local Government Pay-2011/12  | Halc           |
| D50 | 11/03/2011 | Parish Council PAYE Implementation  | Halc           |
| D51 | 11/03/2011 | Parish Matters Magazine-Spring 2011   | Came & Company |
| D52 | 11/03/2011 | Parish Council Elections-Estimated costs to be re-charged to Parishes 2010/11 | CHDC           |
| D53 | 18/03/2011 | Confirmation of change of contact details re Data Protection                  | ICO            |
| D54 | 31/03/2011 | Notice of audit of accounts for the year ended 31st March 2011                | Mazars         |
| D55 | 31/03/2011 | PAYE, Parish Councils & Parish Council Clerks-Guidance Note 1                 | Halc           |
| D56 | 04/04/2011 | Correspondence with HMRC re red diesel  |                |
- 17 Chairman's Announcements**  
17.1 None
- 18 Councillors' Submission, including Village Events**  
18.1 None
- 19 Items for Consideration at the Next Meeting**  
19.1 Website
- 20 Date of the Next Meetings**  
20.1 May 3<sup>rd</sup> 2011 & Extraordinary Parish Council Meeting on May 16<sup>th</sup> 2011

**The Meeting Finished At 7:40 p.m.**