

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

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 RK Cornwall

DATE 3 September 2019