

# UPTON BISHOP PARISH COUNCIL

## Minutes of the Meeting of Upton Bishop Parish Council

Held at Millennium Hall

Tuesday 3 September 2019 at 7.00pm

Present:

Councillors: Keith Cornwall (Chairman), Paul Newman, Mike Robins, Chloe Rusby, Hazel Strange.

**In attendance:** Richard Abolins (Clerk), Ward Councillor Barry Durkin, 9 members of the public

### 1. Co-option

- 1.1 One candidate had withdrawn because he realised that he was ineligible; he had resided in the parish for less than twelve months.
- 1.2 It was **resolved** to co-opt Stephen Strange to fill the Parish Council vacancy.
- 1.3 Mr Strange signed the declaration of acceptance of office, which was countersigned by the Clerk, and joined the meeting.

### 2. Apologies – Councillors Alison Feist and Brian Spencer

3. **Declaration of interests** – Cllr Newman declared an interest in the website policy in item 10 because he was married to the volunteer webmaster.

### 4. Minutes of previous meeting

It was **resolved** to adopt the minutes of the meeting held on 6 August 2019.

### 5. Public participation session

- 5.1 Ward Councillor Barry Durkin outlined his August report (attached). He was asked about upcoming Planning Committee meetings but didn't have any information. When dates are available, Cllrs Newman and Spencer will attend on behalf of the Council
- 5.2 Defibrillator training will take place on 28 September with further training in the spring.
- 5.3 Public representation was held for later in the meeting.

### 6. Policies and procedures

- 6.1 It was **resolved** to adopt the policy on Recording of Council meetings.
- 6.2 Subject to a quarterly review and the inclusion of Health and Safety in that review, it was **resolved** to adopt the Risk Management Policy. It was **resolved** that a working group consisting of Cllrs Hazel Strange and Alison Feist and the Clerk would undertake the review for recommendation to the Council.
- 6.3 Subject to a quarterly review and the inclusion of Health and Safety in that review, it was **resolved** to adopt the Risk Management Scheme.

### 7. Finance

- 7.1 It was **resolved** to appoint the Clerk as Responsible Financial Officer.
- 7.2 The RFO thanked Cllr Spencer for all his work with the finances and would be liaising with him over a full handover of the paperwork. He intended to present up to date accounts and bank statements in the next meeting. He would be happy to work with a finance working group if the Council wished.
- 7.3 It was **resolved** to approve the payments on Appendix 1
- 7.4 Rather than hold up progress with the NDP, it was **resolved** to approve expenditure of £500 plus VAT on the printing of the questionnaire.
- 7.5 It was resolved to register with NEST Corporation as a pension scheme. There was no cost and it was unlikely that the Clerk would become eligible, but it was a necessary requirement.

### 8. Neighbourhood Development Plan

- 8.1 Cllr Newman reported that the questionnaire was ready for printing after some good input from the consultant. Later in the month there will be a need for envelope stuffing and distribution. There has been a good response from Chime volunteers who will assist in this.
- 8.2 There is no scheduled meeting – envelope stuffing instead.

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### 9. Highways and footpaths

- 9.1 The Footpaths Officer reported that the Footpaths Officer of Weston under Penyard is arranging a meeting of 8 local parishes to share ideas on footpath maintenance and improvement. The Footpaths Officer will have a report on the parish footpaths for the next meeting and will shortly be advertising for volunteers.
- 9.2 It has been established that Lynda Wilcox has the shorthand notes relating to the lengthsman and will write them up.
- 9.3 Cllr Robins will draft a letter to Herefordshire Council to obtain details of what Balfour Beatty are meant to be doing. The Clerk will invite the Localities Steward to attend the next Council meeting or, failing that, a meeting at a different time.
- 9.4 It was **resolved** to establish a Speedwatch working group, to delegate authority to register the group with West Mercia Safer Road Partnership and to delegate authority to get the group up and running.

The Chairman proposed that the meeting took item 11 before item 10

### 11. Public participation session

- 11.1 A resident asked what was known about the changes to bus routes 32 and 33. No-one knew, and the Clerk was asked to contact Stagecoach for an explanation.  
A resident asked why no current financial information was available on the website. The RFO said there would be as soon as he has brought it up to date.  
A resident reported that fund-raising had begun for the defibrillator.  
A resident pointed out that a risk assessment is not required for litter picking. Herefordshire Council can be contacted and will provide equipment and arrange for collection of the litter.

### 10. Website:

- 10.1 The Clerk explained that when he started, he had no working email address and the decision to set up a .gov website in May had not been implemented. To do so now would entail a further six to eight week delay, so he had obtained a .org address for immediate use. He proposed using the .org domain for official Council business and retaining the existing website for the active side of the Parish- activities, events, news, etc. That side required a certain creative flair which he did not possess whilst the reports and tables he was very suited to.  
Cllr Newman stated that he was fundamentally opposed to the process that had taken place in May – no consideration had been given to alternative providers and the chosen provider had been proposed by HALC who seem to have a close relationship with them. By having two websites, the parish was wasting public money.  
The Clerk pointed out that debate on the decision to obtain a new website was not allowed by standing orders for six months.  
The proposed website policy was not approved, and it was **resolved** to re-consider website policy in December.

### 12. Items for next meeting agenda

- 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.

The Chairman closed the meeting at 20:50

SIGNED R K Cornwall

DATE 1 October 2019

# Ward Report – For August 2019

## From your local County Councillor Cllr Barry Durkin

### Old Gore Ward – Herefordshire Council

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#### **Bypass and Southern Link Road schemes paused**

A cabinet member decision has been taken today to pause and review the Hereford bypass and Southern link road schemes.

Cllr John Harrington, Cabinet Member for Infrastructure and Transport, said:

“Following a change of administration and with time to reflect, it has now been decided to pause all work on the Hereford bypass and Southern link road to allow further time to review these schemes in more detail and look at other options. There are many complex issues that need to be considered and it is very important to examine these thoroughly.

“The views of residents, commuters and local businesses are very important to us. It is vital that travel, transport and infrastructure developments in Hereford support the economy, help to improve health and wellbeing and make Herefordshire a better place to live, work and visit. We also need to ensure we effectively respond to the climate emergency declared by Herefordshire Council and the Government.

“As part of this review it is important to consider alternative options. For example this will include infrastructure for cyclists and pedestrians (including safe routes to school), an eastern river crossing and trialling the removal of some traffic signals. It could also include options for an electric bus service, improving school bus services and an ultra-light rail system.

“All options need to be considered as we look to the long term and towards providing a high quality, integrated and low carbon transport system for the whole of Herefordshire, not just for the immediate future but for generations to come.”

The details of this cabinet member decision can be found on the council website (<http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=6200>)

There is to be a council scrutiny meeting on 9<sup>th</sup> September 2019 at 10:15, to scrutinise the decision. Should you wish to make a comment about the pause please email the Democratic Services Officer on [TBrown@herefordshire.gov.uk](mailto:TBrown@herefordshire.gov.uk) and if you wish to attend the committee meeting and make a verbal statement there is an opportunity under the agenda; whichever, please submit your comments by 5pm next Tuesday 3<sup>rd</sup> September 2019

#### **Herefordshire Five year Housing supply 2019**

National Planning Policy requires that local planning authorities should identify and update annually a supply of specific deliverable sites sufficient to provide five years supply of housing against their housing requirements set out in adopted strategic policies or against the local housing need where the strategic policies are more than five years old.

The Council's five year position statement for April 2019 is now available on the council website. The paper indicates that the Council cannot currently demonstrate five years supply of housing land. The supply as of April 2019 stands was estimated to be 4.05 years.

The five year supply includes a range of different sources of housing including:

- Sites with planning permission
- Sites with a resolution to grant planning permission

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- Strategic sites identified in the Core Strategy
- Neighbourhood Development Plan allocations and
- Windfall allowance

The number of years supply has declined since the 2018 paper was published (from 4.55 years). This decline is principally due to the changes to the method of calculation, with the Government making it more difficult to include certain categories of sites, such as those with outline planning permission. Overall the total commitments and completions figure is slightly less than last year.

<https://councillors.herefordshire.gov.uk/Extranet/documents/s50069151/Herefordshire%20Five%20year%20Housing%20supply%202019.pdf>

#### **New website makes it easier to find information about Herefordshire's people and places**

Finding key facts and figures about Herefordshire is now a lot easier following the launch of the 'Understanding Herefordshire' website.

The new Herefordshire Council maintained website provides information about the county and its people and places. It includes information on the factors that affect health and well-being, such as population numbers, lifestyle choices, housing, the economy and the environment.

As well as making it easier to find fact and figures about a topic or place, the site offers a number of new features, including a 'quick facts' function and 'latest news' pages. It also has an interactive map where you can download 'area profiles' providing local level statistics for Herefordshire.

The data held on the site is useful for anyone needing to complete funding bids, business plans, strategies and school projects.

The new site replaces the old 'Facts and Figures about Herefordshire' website. To view the 'Understanding Herefordshire' website visit <https://understanding.herefordshire.gov.uk>

#### **Parish Council Summit 20 September 2019**

Parish councillors have been invited to the next parish council summit, on Friday 20th September 2019 at 6.30pm at the Shire Hall in Hereford.

There will be an opportunity to attend a market place from 5.30pm prior to the main meeting. This provides parish councils with a chance to speak with officers from a number of council services as well as network with colleagues prior to the main event.

The focus of the meeting will be the 2020/21 budget as we are keen to listen to parish councils, prior to the wider public budget consultation to take place before Christmas. This will include facilitated roundtable discussions, which will give parish councils an opportunity to put forward their views as well as highlighting future opportunities to work together, with particular focus on best use of resources and opportunities across the county.

Officers will also provide an update on key areas, such as planning, Talk Community hubs

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and Understanding Herefordshire. A copy of the summit programme will be provided nearer the event. These events are aimed at developing how we collectively share our understanding about local challenges and opportunities and work together to promote community well-being. Recordings, agendas and reports from previous summits are available on the Herefordshire council website here:

<http://councillors.herefordshire.gov.uk/ieListMeetings.aspx?CIId=1039&Year=0>

I hope that as many parish councillors will be able to attend as is possible. This is an opportunity for them to provide input at the beginning of their period of office, and that of the new council.

Places should be booked no later than Wednesday 11th September 2019 by emailing [officeleader@herefordshire.gov.uk](mailto:officeleader@herefordshire.gov.uk)

#### **Nominations open for the 2020 David Price Award**

If you know a Herefordshire carer who has helped to change someone's life - nominate them for a David Price Award Herefordshire's Making it Real Board is inviting people to nominate carers from their local community for a 2020 David Price Award.

The annual David Price Award recognises an individual of any age who has, in an unpaid capacity, helped change the life of an adult or adults in the county

[https://www.herefordshire.gov.uk/news/article/852/nominations\\_open\\_for\\_the\\_2020\\_david\\_price\\_award](https://www.herefordshire.gov.uk/news/article/852/nominations_open_for_the_2020_david_price_award)

#### **Asking veterans to take part in the Armed Forces veterans' survey**

There is an effort to improve the support the Herefordshire Armed Forces Partnership provides for Armed Forces veterans in Herefordshire. We are asking all veterans to take part in our online survey about your experiences since leaving the Armed Forces. We are keen to hear from all Armed Forces veterans who have served one day or more at any time in the past and in any occupation in the Royal Navy, Army, or Royal Air Force (including Reservists and National Service personnel). The survey will take no more than 20 minutes to complete. Link to assist <https://surveys.herefordshire.gov.uk/armed-forces-veterans/>

#### **By reporting a scam, you may prevent others from being scammed**

Scammers are targeting Herefordshire households by telephone, pretending that residents are due a refund on their Council Tax and asking for bank and card details.

Herefordshire Council will always write to customers to advise them of any refund and would never ask for bank or card details over the phone.

Fraudsters often use the phone to cold call their way into your home. They trick you by pretending to be from a trusted source, such as the council, your bank, the police, a utility provider or a computer company. Their aim is to get hold of your personal or financial information like bank details and passwords. Scammers can be very persuasive and relentless - if they can get access to your bank cards, or persuade you to transfer money into bank accounts they control, then most of their work is done.

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The good news is that it's easy to protect yourself:

- If you receive an unsolicited call from a company you don't recognise, hang up
- Never give out personal or bank details over the telephone
- Don't feel pressured to make a decision over the telephone
- Consider a call blocking device to filter out unwanted calls

If you think you have been targeted by a scammer, **call Citizens Advice consumer helpline on 03454 04 05 06.**

Citizens Advice will give you advice on what to do next, and report the scam to Herefordshire Council's Trading Standards team for investigation.

#### **BT telephone box consultation 2019**

British Telecommunications (BT) are doing a national review of payphones, including many in Herefordshire. Parish councils with affected phone boxes have the options to agree with removal, ask to adopt it, or object on specific grounds. If your local phone box has a notice to say it is included in their review and you wish to make a representation, please contact your local parish council, using this link. Following previous pay phone consultations, many parish councils in Herefordshire have taken the option to adopt the phone box and use it for a community purpose. For a list of Herefordshire Parish Council use this link: [https://www.herefordshire.gov.uk/directory/2/parish\\_clerks](https://www.herefordshire.gov.uk/directory/2/parish_clerks) or contact Parish liaison services

There are currently 118 payphones across Herefordshire and BT have proposed a list of 69 for removal. Posters went up in these phone boxes between the dates of 23<sup>rd</sup> and 26<sup>th</sup> July and information on the council website. Save a local service page directs residents to make a representation to their relevant parish council or contact me [https://www.herefordshire.gov.uk/info/200231/parish\\_councils/33/about\\_parish\\_councils/5](https://www.herefordshire.gov.uk/info/200231/parish_councils/33/about_parish_councils/5)

It is Herefordshire Council's responsibility to involve parish councils on BT's proposals, incorporate their feedback and provide a countywide response (notification) back to BT and copy in the Secretary of State.

#### **Herefordshire Local Access Forum (HLAF)**

Did you know that there are more miles of Public Rights of Way (2,113m) across Herefordshire than there are miles of road (2,020m)? This includes long distance promoted routes, loop walks and self-guided trails.

The Herefordshire Local Access Forum (HLAF) is a statutory advisory body that helps Herefordshire Council in this task. The Forum provides views and advice to the council and other organisations, such as Government departments, Natural England, Forestry Commission, English Heritage and Sport England.

The Forum is currently looking for Herefordshire residents or others with a strong interest in using rights of way or views on how access to the countryside should be managed, to become new members.

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[https://www.herefordshire.gov.uk/info/200242/public\\_rights\\_of\\_way/681/herefordshire\\_local\\_access\\_forum](https://www.herefordshire.gov.uk/info/200242/public_rights_of_way/681/herefordshire_local_access_forum)

#### Climate change

Herefordshire Council has been tackling the challenges posed by climate change for many years with some significant success, and we have ambitious aims for the future.

The latest Greenhouse Gas Report (2018/19) shows that Herefordshire Council has delivered a 43% reduction in CO2 emissions.

Based on a target reduction of 40% by the year 2020, the council has exceeded this aspiration two years early and illustrated its continued commitment to the tackling the Climate Emergency.

This reduction of over of 11,875 tonnes of CO2 has been achieved through a number of 'invest to save' projects including: LED lighting, renewable energy generation and use, greener vehicles and wider energy efficiency projects.

For more information on the ongoing tasks.

[https://www.herefordshire.gov.uk/info/200145/business/133/environment\\_and\\_pollution/6](https://www.herefordshire.gov.uk/info/200145/business/133/environment_and_pollution/6)

#### Save a local service

Through [Community Rights](#) measures in the Localism Act, individuals, communities and parish councils can work together to protect and preserve local community assets such as the local shop, pub or post office.

There is information regarding adopting a redundant phone box at <http://bt.com/adopt>

To read more about successful projects and for useful contacts, please download the [https://www.herefordshire.gov.uk/download/downloads/id/3464/saving\\_rural\\_retail\\_services\\_guide.pdf](https://www.herefordshire.gov.uk/download/downloads/id/3464/saving_rural_retail_services_guide.pdf)

The Parish Liaison and Rural Services Officer can also offer assistance on any issue connected with keeping rural services sustainable and serving communities. Parish liaison services contact details - Herefordshire Council, PO Box 4, Plough Lane, Hereford HR4 0XH  
- Tel: 01432 261640

Regards



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**Barry Durkin**

**Old Gore Ward**

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#### Parishes Information

##### **Brampton Abbotts and Foy**

The parish council is currently working with the community and the village hall committee to renovate the village hall.

##### **Brockhampton with Much Fawley**

The parish council has been resurrected following no councillor being returned at the May 2019 election.

##### **How Caple**

The parish council are looking at road safety speed issues on the A449.

##### **Much Marcle**

The parish council are looking at road safety markings at the main junction with the A449.

##### **Woolhope**

BT are consulting on the removal of phone boxes. Woolhope Parish Council have already said they would like to adopt the particular phone box.

#### General Information

##### **Defect Reporting**

As always please continue to make use and encourage the use of established reporting methods for any highways defect;

- Telephone our customer services on [01432 261 800](tel:01432261800).
- Online using the telephone app – for potholes, dog poo and Public Rights of Way (PROW)

Please note that Herefordshire Council strongly encourages Balfour Beatty to promote all service requests and queries should be logged via the HC website at <https://myaccount.herefordshire.gov.uk/report-a-pothole> or <https://www.herefordshire.gov.uk/transport-and-highways/maintenance/potholes>

Please use the website or call the customer services call handling team. This will help ensure that everything is logged in to the operating system known as CONFIRM where it can be responded to in a timely way.

##### **Did you know...?**

You can follow our Twitter feed @HfdsStreets for [24/7](#) updates for all things highways; or.

Log on to <https://roadworks.org> to see any live traffic incidents as well as current and planned road closures, diversions, traffic restrictions and roadworks

For any PROW (Public Rights of Way) maps or problems, you can report these via the following link on the Herefordshire Council's website:

[https://www.herefordshire.gov.uk/info/200136/travel\\_and\\_transport/248/public\\_rights\\_of\\_way\\_map](https://www.herefordshire.gov.uk/info/200136/travel_and_transport/248/public_rights_of_way_map)

You can search for PROW information on the map using: - Footpath references, Postcodes, Addresses and Grid References e.g. 354000 254000

If you wish to make a claim as a result of damage to your vehicle

[https://www.herefordshire.gov.uk/info/200196/roads/206/highway\\_claimsplease use](https://www.herefordshire.gov.uk/info/200196/roads/206/highway_claimsplease_use)

Report fly tipping it will be dealt with in a much quicker time frame by either calling the Contact Centre above or by logging the fly tipping via the council website on the links below as your enquiry

[https://www.herefordshire.gov.uk/info/200226/report\\_a\\_problem/98/fly\\_tipping](https://www.herefordshire.gov.uk/info/200226/report_a_problem/98/fly_tipping)

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#### **Council tax reduction or exemption**

You can get money off your Council Tax bill, or even pay nothing, in certain circumstances. A discount or exemption depends on your current situation and circumstances, but does not take account of income or savings. If you are on a low income, you may also be able to get help to pay your bill through Council Tax Reduction. We will need to assess your financial and other circumstances to see what help you qualify for.

[https://www.herefordshire.gov.uk/info/200146/council\\_tax/39/council\\_tax\\_reduction](https://www.herefordshire.gov.uk/info/200146/council_tax/39/council_tax_reduction)

#### **General Data Protection Regulations Statement**

The General Data Protection Act places obligations and responsibilities on any company, organisation and individual who hold and process personnel information, and it comes into force on the 25th May 2018; superseding the Data Protection Act 1998. As a County Councillor I hold a list of emails of local people that I have built up over the years which I retain and use on my council computer and email. I can give you all the reassurance that I do not and will not share those email addresses with any third party.

**In seeking legal compliance as a data controller I am requesting that if anyone is unhappy with my holding their email contact that you please advise me so that I am able to remove you from the list.**

Otherwise I will retain your email contact and continue to send you monthly updates, emails as required and occasional key information.

# 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

RK Cornwall

Date

3 September 2019