

Upton Bishop Parish Council

Minutes of the meeting of Upton Bishop Parish Council

Held at the Millennium Hall, Upton Bishop
Tuesday 5 November 2019 at 7.00pm

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

In attendance: Richard Abolins (Parish Clerk), Ward Councillor Barry Durkin and 19 members of the public.

1. **Apologies:** – Councillors **Alison Feist and Brian Spencer**
2. **Declaration of interests:** – Cllrs Hazel and Stephen Strange declared an interest in the Allotment Association item 10 because they were held an allotment.
Cllr Newman declared an interest in the report from the NDP in item 7.1, because his wife was the volunteer referred to.
3. **Adoption of Minutes of previous meetings:**
It was **resolved** to adopt the amended minutes of the meeting on 1 October 2019 as a true record of the meeting. The Chair signed the amended minutes.
4. **Public participation session:**
 - 4.2 A resident spoke about parents dropping and picking up children near Spring Meadow for a school bus. There seemed little consideration for the safety of the children. Another resident added that parents parking in Spring Meadow often caused problems with access to their own houses. The Chairman will ask Cllrs Spencer and Feist to investigate it. **{action – Chairman}**
A resident asked about progress with the blockage of the road at Phocle Green. The Chairman said that he had spoken to the householder and cars were now parked by the garage. The resident said that there was a third car which wasn't there when the Chairman called. The Chairman will follow up. **{action – Chairman}**
 - 4.1 Ward Councillor Barry Durkin presented his report (attached).
He couldn't give an update on planning applications because they were all about to be heard in Committee.
He was meeting the police on Thursday to discuss the death at the Old Gore A449 crossroads and what improvements could be made to prevent future occurrences. He asked councillors and residents to email their thoughts and suggestions to him via the Clerk in advance of the meeting. **{action – Clerk}**
The Pomona Grove lights were still not fully resolved, and he asked the Clerk to arrange a meeting with Clive James **{action – Clerk}**
5. **Finance:**
 - 5.1 The Clerk/RFO presented the financial report for September 2019. He commented that the forecast for the year was in line with the budget. There were no questions.
 - 5.2 It was **resolved** to approve the bank reconciliation for September 2019 and Cllr Hazel Strange signed the document as a non-signatory to the bank account.
 - 5.3 It was **resolved** to approve the proposed payments on appendix 1.
 - 5.4 The Clerk/RFO asked for approval to subscribe to Sage Accounting. There were several advantages and a small cost of £10 per month. Cllr Newman objected to this expenditure; Cllr Robins felt the Council should have professional accounts system. The Chairman proposed deferring the item until the next meeting when all councillors would be present to give their opinion and it was **resolved** to do so.

Upton Bishop Parish Council

Minutes of the meeting of Upton Bishop Parish Council

5.5 The Clerk/RFO presented the first draft budget for 2020/21 and explained that it may have deficiencies it because he hadn't been able to meet with Cllr Spencer to develop it. The precept hadn't changed for a few years and he had entered a 50% increase in precept as a start point, which would cover the projected costs. This approximately equates to £16pa increase in Count Tax for a Band D household. Cllr Newman suggested that if the Council followed Linton's approach there may well be expenditure on the NDP in excess of grants. The Clerk asked for any requests for inclusion in the budget to be sent to him and he will continue to work with Cllr Spencer in developing the budget.

6. Planning: -

- 6.1 The Clerk presented a summary of outstanding applications by there were no updates to report.
- 6.2 The Chairman reported on a meeting to which all councillors had been invited held at Blue Sky Botanics on 4 November. The purpose of the meeting was to clarify BSB's intentions regarding traffic control. They had introduced several internal initiatives and were looking further to have a storage facility off-site. They hoped that this would be in place in the Spring and would result in an overall 2/3rd reduction in traffic flow. When the new facility was confirmed, BSB will be very happy to make a presentation to the whole parish.

7. Neighbourhood Development Plan: -

- 7.1 In the absence of the steering group co-ordinator. Cllr Newman reported that the group will be meeting on 11 November to start counting and analysing the questionnaires. The consultant had offered to do this for £2,500 but Claire Austin had volunteered to do it FOC. The consultant will provide the blank documents and will process the date when they are completed. Many thanks were given to Claire and all the volunteers who had distributed and collected the questionnaires. Cllrs Cornwall and Newman were attending a seminar on 6 November entitled "Core Strategy update and Neighbourhood Planning Review" and would report any implications for the NDP to the steering group.

8. Highways and footpaths: -

- 8.1 The Footpaths Officer had a couple of meetings recently with Balfour Beatty and Rights of Way Officers in neighbouring parishes. It was clear that Balfour Beatty didn't have enough resources to deal with the county's footpaths adequately. However, it was possible to replace stiles at no cost other than the landowner installing them. It may be possible to upgrade stiles to kissing gates and pay the difference in cost. The CROW Act 2000 was discussed in which there is a provision for closing the Definitive Map to historical claims for having PROW added to the Definitive Map after 2026. Work had started on footpath maintenance but had been hampered by the weather.
- 8.1.1 The cost per jacket would be less than £3 each, but the Chairman said he would be able to provide them. **{action – Chairman}**
- 8.2 The Community Speed Watch Co-ordinator for West Mercia Police had surveyed the parish for suitable sites for speedwatch considering factors such as visibility and safety. He will come back with his proposal and for training. The group would like the speed limits to be looked at and the Clerk will follow up contact with the West Mercia Police Traffic Management Advisor **{action – Clerk}** The group asked for flashing warning signs to be considered in the entrances to the village and if Council finances were limited perhaps crowd funding could be considered.

Upton Bishop Parish Council
Minutes of the meeting of Upton Bishop Parish Council

- 8.3 The Clerk had circulated a draft lengthsmen's contract and said that it needed editing for local requirements. The Chairman will go through the detail with the Clerk. **{action – Chairman}**
- 8.4 The Clerk has arranged to meet the Locality Steward on 13 November to discuss outstanding issues and to clarify where responsibility for dealing with them lies. He asked for any issues to be sent to him before that meeting. **{action – Clerk}**

9. Defibrillator: -

There was some discussion over where a device should be located. The Chairman asked for comment from the public and a resident said that a survey taken a couple of years ago found that the telephone box was a preferred location. Another resident asked if everyone was aware that there was a device a couple of hundred yards up the road in the Moody Cow. There was further discussion over the type of device required and the costs. The Chairman asked for the matter to be carried forward to the next meeting.

10. Allotment Association: -

The Clerk explained that although the Association had been established quite properly, the agreement had never been approved formally by the Council. Cllrs Hazel and Stephen Strange did not participate and the rest of the Council **resolved** to ratify the agreement.

11. National Tree Week: -

This event begins on 23 November and Cllr Stephen Strange asked if there was any land owned by the Council where a few trees could be planted. Land around the Millennium Hall was not owned by the Council and in any case several trees have been planted recently. It was pointed out that trees made grass cutting very difficult. It was thought that trees had been planted at Dymock Woods last year and perhaps more could be planted soon.

12. Public participation session: -

In view of the time, no representations were received.

13. Items for next meeting agenda: -

- 13.1 Draft budget 2020/21
- 13.2 Consider options for Parish website and decide on action
- 13.3 To decide on subscription to Sage Accounting
- 13.4 Consider options for defibrillator and decide on action

14. Next meeting: - Tuesday 3 December 2019 at 7.00pm in the Millennium Hall

The Chair closed the meeting at 21:05.

SIGNED R K Cornwall

DATE 3 December 2019