

# **Upton Bishop Parish Council**

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

Held at Millennium Hall  
Tuesday 3 December 2019 at 7.00pm

**Present:** Councillors: Keith Cornwall (Chairman), Alison Feist, Paul Newman, Mike Robins, Brian Spencer and Hazel Strange

**In attendance:** Richard Abolins (Parish Clerk), Ward Councillor Barry Durkin and 12 members of the public.

1. **Apologies:** – Councillors Chloe Rusby and Stephen Strange
2. **Declaration of interests:** – Cllr Strange declared an interest in the planning item 6.1 because she was a next-door neighbour  
Cllr Newman declared an interest in the NDP in item 7 and the website in item 9 because his wife was a volunteer in both.
3. **Adoption of Minutes of previous meetings:**  
It was **resolved** to adopt the minutes of the meeting on 5 November 2019 as a true record of the meeting. The Chair signed the minutes.
4. **Public participation session:**
  - 4.1 Ward Councillor Barry Durkin presented his report (attached).  
He reported on his meeting with the police, council and Highways Agency to discuss the death at the Old Gore A449 crossroads and what improvements could be made to prevent future occurrences. Various strategies were considered and although it wasn't part of the Highways Agency strategy, he was pushing for rumble strips. In the meantime, a camera was going to be installed to garner information about driver behaviour which would assist in developing a solution. Ward Cllr Durkin was asked about a couple of planning issues. The application re the barn at Upton Crews couldn't be taken to Committee because there didn't appear to be enough local interest. Some 12/13 objections would be needed to demonstrate this interest. However, the developments at Leeward House and Upton Crews would probably be heard in Committee in February.  
Ward Cllr Durkin was asked several questions and he asked the Clerk to email the details to him – roll out of broadband in Phocle Green, building rubbish on driveway in Phocle Green and Pomona Grove lights. **{action – Clerk}**

*The Chairman asked for the order of the agenda be changed to bring forward item 6, planning*

6. **Planning: -**
  - 6.1 In respect of the application to replace a shed at 2 Bamford Cottages, there were no objections (Cllr Strange took no part in the discussion)
  - 6.2 The Clerk presented a summary of outstanding applications but there were no updates to report.

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#### **4. Public participation session:**

- 4.2 A resident reported that the noticeboard at Upton Crews had been demolished. He felt that he could repair it for the cost of two metposts. The cost will be approved at the next meeting. It was also noted that vehicles were being parked on the triangle and could the Council do anything about it. The Clerk was asked to contact Balfour Beatty to see who owned the land.

**{action – Clerk}**

Cllr Newman reported that a resident had complained that historic agenda had been removed from the website. The Clerk said that there was no administrative requirement to keep them though they had been useful to Cllr Spencer in reconstructing recent history. However, since there seemed to be significant interest in them, he would reinstate the documents.

**{action – Clerk}**

#### **5. Finance:**

- 5.1 The Clerk/RFO presented the financial report for October 2019. Cllr Feist was unclear about the presentation because, for example, the precept was received in two instalments not twelve. The RFO explained that the statement was an Income and Expenditure account and not a Receipts and Expenditure Account.
- 5.2 It was **resolved** to approve the bank reconciliation for October 2019 and Cllr Robins signed the document as a non-signatory to the bank account.
- 5.3 Councillor Spencer explained the background to the PKF payment. It was an administration charge arising from the fact that the Certificate of Exemption had been filed late. Although it was approved late, it was signed as soon as HALC brought it up but there was a delay in sending it on to PKF. He asked the Clerk to write to PKF explaining this so that the Parish Council wasn't given a black mark.
- {action – Clerk}**
- It was **resolved** to approve payments of £26.33 to the Clerk for expenses and £48.00 to PKF Littlejohn.
- 5.4 The Clerk/RFO withdrew the proposal to subscribe to Sage Accounting.
- 5.5 Cllr Spencer made a presentation on the decision facing the Council in respect of the precept for 2020/21 (attached). The precept hadn't changed for many years with the result that the Council will run out of money in early 2021 if the position wasn't rectified. The situation had been exacerbated by the failure to increase the precept to replace the Lengthsman Grant when this ceased a couple of years ago. In order to recover the shortfall and rebuild the Council finances, it is likely that there will have to be a significant increase in the precept next year, though this would amount only to a couple of pounds per month per household. Rather than have a detailed discussion now, he asked that everyone think about it for the next meeting. It was **resolved** to discuss the precept budget in open session at the next meeting.
- 5.6 In light of Cllr Spencer's presentation, the RFO had not updated his first draft of the budget. He will liaise with Cllr Spencer on more detail in time for the next meeting.

#### **7. Neighbourhood Development Plan: -**

- 7.1 There had been a 53% response to the questionnaire; Claire Austin input the data into a format for the consultant to analyse and report back in January. The results will be presented in the public meeting in February. The Council extended grateful thanks to Claire Austin for her work on inputting data for the NDP.

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8. **Highways and footpaths: -**

8.1 The Footpaths Officer reported that two stiles had been ordered for the landowners to install. Footpath clearance was ongoing.

8.2 The Community Speed Watch Co-ordinator for West Mercia Police acknowledged that there was a speed problem in Upton Bishop and would be positioning camera to assess the issue in greater detail.

8.2.1 Following a meeting with the Traffic Management Advice team, Cllr Spencer is using the information provided to draft a coherent Traffic Management Plan for the Council's consideration. There are grants available but in the first instance, the approved plan should be put to Balfour Beatty to ascertain the costs involved.

9. **Website:** - the Clerk withdrew the proposals and it was **resolved** to form a working group consisting of Cllrs Cornwall, Newman, Robins and Hazel Strange to form recommendations for the Council to consider in the February meeting.

10. **Items for next meeting agenda: -**

10.1 Precept and budget for 2020/21

11. **Next meeting:** - Tuesday 7 January 2020 at 7.00pm in the Millennium Hall

The Chair closed the meeting at 20:57.

SIGNED R K Cornwall

DATE 7 January 2020