

Upton Bishop Parish Council

Minutes of the meeting of Upton Bishop Parish Council

Held at Millennium Hall
Tuesday 3 March 2020 at 7.00pm

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

In attendance: Approximately 11 members of the public, Ward Councillor Barry Durkin, Parish Clerk Richard Abolins

1. **Apologies:** – Councillors Brian Spencer and Hazel Strange
2. **Declaration of interests:** - Cllr Newman declared an interest in the website in item 7 because his wife was a volunteer.
3. **Adoption of Minutes of previous meetings:**

Cllr Newman proposed that the minute relating to item 6.3 of the meeting held on 4 February, planning application P200091/O, should be amended to “It was agreed to consider the three applications at Hilltop as one. Cllr Robins felt that he could not approve the applications on the basis that there was a lack of suitable detail in them. Cllr Newman said that he wished to object to the applications on the grounds of the proposed development being in an RA3 location and not meeting the permitted exemptions. There followed much discussion during which the applicants presented their intentions (see appendix). The Council **resolved** to object to the application on the grounds as expressed in the meeting.” It was **resolved** to accept this alteration. Since the change was a significant alteration, it was agreed that the Clerk should redraft the minutes and they would be signed at the next meeting.
4. **Public participation session:**
 - 4.1 Ward Councillor Barry Durkin presented his report. (attached) He was asked when two longstanding planning applications would be heard in committee. He didn't know why there was a delay but assured members that it would not be overlooked.

He was asked about a proposal on the Herefordshire County website for a 20mph speed limit in Hereford and villages. He didn't know the detail but there was a meeting on Friday in which it will be discussed.
 - 4.2 A question was raised about progress with ownership of the land at Upton Crews. This was in hand but needed chasing up.

A question was raised about the lights at Pomona Grove. This was partly resolved but Cllrs Cornwall and Feist will be following up. Cllr Cornwall reported that there was good progress with Hereford Housing including barriers being erected at the Pomona Grove play area, but there was more to be done.

A member of the public asked if the Council was aware of the damage to verges from Upton Crews to the Old School House by HGVs last week. Cllr Cornwall will talk to Balfour Beatty.

A member of the public asked if the land ownership at Phocle Green was being dealt with. Cllr Cornwall said that also was in hand.
5. **Planning: -**
 - 5.1 P200282/F - Land off C1286 Crow Hill Upton Bishop; Proposed residential development comprising 4 no two storey detached houses. Cllr Robins had two issues – whether 4 bed houses were needed in the village and there were no clear details of how drainage and sewerage were to be dealt with. Cllr Newman objected because the development was in an RA3 location with no permitted exceptions. It was also outside the settlement boundaries in the draft NDP. Cllr Feist agreed with Cllr Robins. She had researched the market and found that there were many 4 bed houses for sale but very few 2 or 3 bed. Cllrs Rusby and Cornwall agreed. It was **resolved** to support the application subject to the development having a mix of smaller properties and adequate drainage and sewerage provisions were in place.
 - 5.2 The Clerk had circulated a summary of outstanding applications before the meeting but there were no questions.

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6. Finance:

- 6.1 The RFO had presented the financial report for February 2020 before the meeting. There were no questions.
- 6.2 The bank reconciliation for February 2020 had been circulated prior to the meeting and was checked and signed by Cllr Stephen Strange
- 6.3 It was **resolved** to approve the proposed payments of £800.50 to DJN Planning, £8.33 for the clerk's expenses and £16 to the church. The payment to the Lengthsman was withheld pending receipt of the paperwork.
- 6.4 Councillors were not particularly pleased with the service from HALC; Cllr Feist asked what they supplied, because notices weren't getting through. Cllr Newman was not happy with the clerking service but recognised the service as an insurance. It was **resolved** to approve membership of HALC for 2020/21 but asked the Clerk to obtain more details of the services provided. **{action – Clerk}**
- 6.5 Cllr Feist was impressed with the detail of reporting provided by Robin Peers to Fownhope Parish Council as Internal Auditor. Cllr Robins asked whether an internal audit was legally required and the answer was yes but the auditor didn't have to be a qualified auditor but independent. It was **resolved** to appoint Robin Peers as internal auditor.

7. Website: - It was resolved to

- Appoint the Clerk as domain name administrator
- Ask the web hosting provider to act as registrar

It may be possible to find a volunteer but, in the meantime, the Clerk was asked to obtain quotes for website support **{action – Clerk}**

- 8. Neighbourhood Development Plan: -** Cllr Newman reported that the open meeting had taken place on 18 February and asked the Council's permission to publish the report which was given. The next meeting will be on 24 March but may not be necessary depending on events. If sufficient planning applications on the pipeline are approved, it may be possible to avoid a call for sites, which is a lengthy and expensive process.

9. Highways and footpaths: -

- 9.1 The Footpaths Officer reported that not much had happened due to the weather.
- 9.2 Councillors asked for the lengthsman's contract to be circulated. Comments should be directed to Cllr Robins who will collate them and pass to the Clerk for the next meeting.
- 9.3 It was **resolved** to agree the Lengthsman expression of interest form with Balfour Beatty **{action – Clerk}**

- 10. Annual Parish Meeting: -** 21 April 2020 at 7.30pm in the Millennium Hall noted.

- 11. Outstanding action list: -** noted.

12. Items for next meeting agenda: -

- 12.1 To review renewal quotes for insurance policy
- 12.2 To receive update on allotment tenancy and agreements
- 12.3 To receive update on the application to transfer the land at The Crews
- 12.4 To receive update on the application to transfer the land at Phocle Green
- 12.5 To receive quotes for website support

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

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It was **resolved** to ask the public to leave before the confidential closed session and extend the meeting for 15 minutes.

14. **Confidential closed session: - (separate minutes have not been written)**

14.1 It was **resolved** to advertise the vacancy with HALC and on the website, Facebook and Chimes. Given the timescale, the possibility of a temporary clerk would be considered.

14.2 The Clerk intends to have completed all the year end papers before he leaves and will prepare handover notes for his successor.

The Chairman closed the meeting at 21.15.

SIGNED _____ DATE _____