

Upton Bishop Parish Council

Minutes of the meeting of Upton Bishop Parish Council

Held at Millennium Hall

Tuesday 4 February 2020 at 7.00pm

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

In attendance: Approximately 20 members of the public, Ward Councillor Barry Durkin, Police Representative PCSO Claire Denton, Parish Clerk Richard Abolins

1. **Apologies:** – Councillor Chloe Rusby
2. **Declaration of interests:** - Cllr Newman declared an interest in the website in item 8 because his wife was a volunteer.
Cllrs Hazel and Stephen Strange declared an interest in the Allotment Association item 12 because they held an allotment.
3. **Adoption of Minutes of previous meetings:**
In item 4.2. the site referred to a Hilltop should have been Upton Crews. Subject to this amendment, it was **resolved** to adopt the minutes of the meeting on 7 January 2020 as a true record of the meeting. The Chairman signed the minutes.
4. **Code of conduct:** - the Clerk explained that after the agenda had been published, he realised that the Code had been approved last May, but he didn't have a copy of it. He had reformatted the document and to tidy up loose ends, it was **resolved** to approve the Code of Conduct.
5. **Public participation session:**
 - 5.1 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 Fastershire in relation to the scheduled introduction in Phocle Green due in the third quarter of this year. He would push to make sure it wasn't delayed again.
He was asked about progress at the Old Gore junction. Changes were in the pipeline, but he would follow up.
He was also asked to comment about the final situation relating to the dogs at Phocle Green. He confirmed the owner had been prosecuted and the site should now be cleared.
 - 5.2 PCSO Claire Denton introduced herself. Based in Ross, she was new to the area and wanted to make contacts with the parishes. Rather than present a report, she asked for questions and comments on policing in the area. It was clear that speeding was high on the list and she would try and arrange some speed checks in the area. Although she couldn't quote numbers, she confirmed that police numbers were increasing and although Ross Police Station didn't have a manned front desk, there were more staff doing the work. Current trends seemed to be rural crime and catalytic converter thefts. Householders could help protect their own property by marking items with their postcode or with Smartwater.

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- 5.3 A question was raised about progress with community speedwatch. Cllr Feist responded with a series of actions in place.

The parish is next on the list for speedwatch monitoring

A traffic management plan has been submitted for review

The Road Safety Trust will reply in March regarding grant applications

Guinness Housing will be providing safety signage by Spring Meadow

Hereford Housing will probably do the same at Pomona Grove and review the pedestrian exit

Cllr Spencer added that traffic calming proposals would be presented at the NDP questionnaire presentation on 18 February

It was confirmed that ownership of the land at Upton Crews was in hand.

6. Planning: -

- 6.1 P194393/FH – Rock Cottage, Upton Bishop, HR9 7TX; proposed single storey extension to garage. There were no objections.
- 6.2 P200119/F - Blue Sky Botanics Ltd, Castle Farm, Upton Bishop, HR9 7UW; variation of planning permission 192961. Cllr Cornwall believed that BSB were not delivering on their traffic plans but concerned that his was not a material planning consideration. The Council disliked continual variations to original decisions but had no objections.
- 6.3 P200091/O - Land at Hilltop, Upton Bishop, HR9 7UG; proposed construction of a temporary dwelling. 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.
- 6.4 As above
- 6.5 As above
- 6.6 The Clerk had circulated a summary of outstanding applications before the meeting but there were no questions.

7. Finance:

- 7.1 The RFO had presented the financial report for January 2020 before the meeting. There were no questions.
- 7.2 The bank reconciliation for January 2020 had been circulated prior to the meeting and was checked and signed by Cllr Stephen Strange
- 7.3 The administration timetable had been drafted and circulated before the meeting. The document was in the process of being updated and amendments would be sent to the Clerk. **{action – Clerk}**
- 7.4 It was **resolved** to approve the proposed payment of £26.33 for the clerk's expenses.

Cllr Hazel Strange left the meeting

- 7.5 It was **resolved** to approve the transfer of £5,000 from the reserve bank account to the treasurer's bank account.
- 7.6 The proposal to change banks arose from frustration with Lloyds over updating the bank mandate. It was agreed to persevere for the time being.
- 7.7 The final draft budget had been circulated before the meeting and it was **resolved** to approve the budget and to set the precept at £17,728 – a 100% increase over the current year.

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7.8 Before a decision was made on appointing an internal auditor, the clerk was asked to obtain a CV from Robin Peers. **{action – Clerk}**

8. **Website: -**

8.1 It was **resolved** to approve the recommendations from the working group
The website volunteer would liaise with the Clerk over changing to a .gov extension and updating contact details. **{action – Website volunteer / Clerk}**

To approve the draft website policy

For the Clerk to write to HALC confirming that the Council is compliant with controls over their management of the website. **{action – Clerk}**

8.2 It was **resolved** to approve the draft website policy.

9. **Neighbourhood Development Plan:** - Cllr Spencer reported that there will be an open meeting on 18 February where the consultant will present the findings from the recent questionnaire. There will also be presentation of the traffic management proposals.

10. **Highways and footpaths: -**

10.1 The Footpaths Officer presented his report (see attached).

11. **Annual Parish Meeting:** - preferably, the meeting will be held in the last week of April. The Clerk will ascertain availability of the Millennium Hall **{action – Clerk}**

12. **Allotments:** - Cllr Feist pointed out that the existing agreements were not consistent with each other. The Clerk was asked to bring all the agreements into line whilst seeking the increased tenancy period. **{action – Clerk}**

13. **Outstanding action list:** - this is to keep note of items which are in progress but not on the current agenda. In this way, actions cannot be forgotten. As an aide memoire, it cannot be used for other items to be discussed in the meeting.

14. **Next meeting:** - Tuesday 3 March 2020 at 7.00pm in the Millennium Hall.

The Chairman closed the meeting at 21.00.

SIGNED _____ DATE _____