

# **Upton Bishop Parish Council**

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

Held online

Tuesday 14 April 2020 at 11.00pm

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

**In attendance:** One member of the public, Ward Councillor Barry Durkin, Parish Clerk Richard Abolins

1. **Apologies:** – Councillors Hazel Strange and Stephen Strange

2. **Declaration of interests:** - none.

3. **Adoption of Minutes of previous meetings:**

It was **resolved** to adopt the minutes of the meetings held on 4 February 2020 and 3 March 2020 as a true record of the meetings. The Chair will sign the minutes when lockdown is over and physical meetings are permitted.

4. **Planning:** -

4.1 P200082/O - Land at Hilltop, Upton Bishop, HR9 7UG; proposed construction of foaling stables. Councillors were concerned that there was no real difference from the previous application, but there were other considerations also to be taken into account. There was one abstention and the rest of the Council **resolved** to object to the application on the grounds of lack of detail and the proposed development being in an RA3 location and not meeting the permitted exemptions. In addition, extended visibility splays at the end of the access lane would involve the removal of hedgerows and a construction in the middle of the field would have a negative visual impact on the surroundings.

4.2 P191972/F - Land to the South of Upton Crews Upton Bishop; The erection of 5 no. dwellings and associated works. There had been some changes to the previous application, including the addition of double garages, but the application has not addressed the fundamental problems of drainage which appear to be unsolvable. One proposal of a buffer zone for treated effluent would not be setting a good precedent for future development. In addition, the increase in traffic flow resulting from the addition of double garages had not been considered and was not sustainable. It was **resolved** unanimously to object this application on these grounds.

4.3 P200287/FH - Holly Cottage, Phocle Green, HR9 7TW; Proposed side and rear extension and new garage block. There was no objection to the application but there was concern about the impact of construction work on the lane and neighbours. It was **resolved** to support the application, subject to materials and plant being stored on site and vehicles to have minimum impact on the adjacent lane.

4.4 P200708/FH - 1 The Steppes, Phocle Green, HR9 7TW; Proposed single storey rear extension, 2-storey side extension, loft conversion (permitted development), detached garage/workshop with living accommodation in roof space. Councillors asked if the increase in size was proportionate to the site. After some detailed discussion, it was agreed that rather than a garage with some accommodation, it was more of a dwelling with a large garage. It was **resolved** to object to this application on the grounds that it appears to be two separate buildings in one application and that the detached garage with accommodation was excessively large for the site.

4.5 P200644/F - Marsh Farm, Upton Bishop, HR9 7UP; Proposed change of use of land from agricultural to mixed use agricultural and equestrian. Proposed stable block including hay storage and storage for machinery for paddock maintenance. After some discussion of the impact on traffic and public rights of way. It was **resolved** to object to the application on the grounds of the proposed development being in an RA3 location and not meeting the permitted exemptions. In addition, the application interferes with an existing public rights of way.

4.6 P200979/F - Felhampton Farm, Upton Bishop, HR9 7UB; Proposed hay and straw barn. There were no objections to this application.

4.7 The Clerk had circulated a summary of outstanding applications. The Ward Councillor will follow up on the older outstanding items.

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**5. Finance:**

- 5.1 The RFO had presented the financial reports for March 2020 before the meeting. These were accepted but would not be formally approved until the AGAR was signed.
- 5.2 The bank reconciliation for March 2020 had been circulated prior to the meeting. They were approved but will be signed when lockdown is over and physical meetings are permitted.
- 5.3 The administration calendar was reviewed and it was felt that everything was on track. The lengthsman's contract will be agreed at the next meeting and where possible items will be brought forward and specific deadlines will be added.
- 5.4 It was **resolved** to approve the proposed payments in items 5.4.1 to 5.4.7.
- 5.5 It was **resolved** to approve the monthly payments to UK2 in respect of web hosting.
- 5.6 It was **resolved** to ratify payment of £512 to Wayne Reed for December/January lengthsman cost.
- 5.7 It was **resolved** to approve the appointments of Cllr Spencer as Temporary Responsible Financial Officer and Cllr Feist as Temporary Administrator in the absence of the Clerk.

6. **Policies and procedures:** - Cllr Spencer had reviewed all of the documents and had circulated his suggestions. It was **resolved** to update the draft documents with these proposals and that councillors will review them ready for approval at the next meeting

7. **Insurance:** - Three quotations had been received for renewal on 1 June. Not only was it the cheapest option, councillors were impressed with the proposal from Came & Company. It was **resolved** to accept the quotation from Came & Company of an annual premium of £330 including insurance tax under a three year Long Term Agreement.

8. **Handover:** - Before he leaves on 30 April, the Clerk will provide the internal auditor with everything he needs for the audit and draft the agenda for the next meeting. He will liaise with Cllr Feist over handing over electronic and physical files. Cllr Cornwall will follow up HALC over progress with recruitment.

9. **Next meeting:** - Tuesday 5 May 2020 at 9.00am online

The Chairman closed the meeting at 13.05.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

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