

Upton Bishop Parish Council

Minutes of the meeting of Upton Bishop Parish Council

Held Virtual Meeting

Tuesday 5th May 2020 at 9.00am

Present: Councillors: Keith Cornwall (Chairman), Brian Spencer (Acting RFO), Paul Newman, Mike Robins, Chloe Rusby, Cllr Alison Feist (Temporary Clerk), Hazel and Stephen Strange

In attendance: 2 members of the public, Ward Councillor Barry Durkin

1. **Apologies:** – None
2. **Declaration of interests:** - Cllr Spencer declared an interest in a recent document added to a Planning Application P191972/F Upton Crews for new housing. Cllr Spencer confirmed Joel Hockenhull who added the document was known to him as they worked together over 15 years ago but had not spoken to him since that time.
3. **Adoption of Minutes of previous meetings:**
Minutes from meeting 14th April 2020 were adopted with no issues. Documents will be signed at next meeting after lock down at the Millennium Hall.
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4. **Public participation session:**
 - 4.1 Ward Councillor Barry Durkin presented his report. (attached). He said that traffic problem at Old Gore was progressing.
 - 4.2 A Parishioner raised a question about a static caravan that has appeared at Probyns Hill Upton Bishop. The site currently has stables and a small number of animals. It appears that the caravan has a permanent resident on site. Was agreed Clerk would contact Hereford Council.
 - 4.3 A Parishioner raised the point of the hedge being overgrown and causing a safety issue at the property on Probyns Hill Upton Bishop (old greenhouse development). Was agreed PC would make contact however was pointed out that the hedge could not be cut at the moment as birds nesting season.
 - 4.4 Ownership of Land at Upton Crews was raised and is being dealt with by Cllr Robins. It seems an email was sent to Richard (Clerk) before his retirement. Temp Clerk Alison Feist needs to locate and provide update for next meeting.
 - 4.5 Temp Clerk Alison Feist raised the issue that in lockdown it was important that the Notice Board at Upton Crews is replaced as an important measure for communication.
5. **Planning:** -
 - 5.1 No new planning applications - However an amendment had been submitted to Holly Cottage extension since the agenda was issued. At our April meeting there were no objectives was given to his application if anyone has particular issue to the latest amendment that an Extraordinary meeting will have to be called.
 - 5.2 Temp Clerk Alison Feist said there were two important documents had been posted on the Herefordshire Planning site which she felt the Councillors should read and will be circulated after the meeting with the minutes
6. **Finance:**
 - 6.1 The RFO Brian Spencer presented the financial reports which now matched the end of year AGAR requirements. There were no questions. It was pointed out that the AGAR would need to be signed at the June meeting and a date for public viewing agreed. 15th June for 30 days was suggested. Agenda item required.
 - 6.2 The bank reconciliation for April 2020 had been circulated prior to the meeting and was checked. The documents will be signed by Cllr Hazel Strange at the first meeting after Lockdown ends.
 - 6.3 It was **resolved** to approve the proposed payments of £330 to Came & Co, £8.33 for the clerk's expenses (the expense claim was for an additional amount of £9.00 which will be paid following the June Meeting) and £256 to the Lengthsman – a further £100 was agreed subject to submission of the appropriate invoice/receipt.

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7. **Coronavirus - Was** discussed whether the PC should purchase masks at the cost of £0.97 each. Was agreed by all Councillors for Clerk to obtain more information i.e. Whether masks were single use, who were the intended target users.
8. **Funding opportunities – PC** had been sent information about funding opportunities. It was agreed to set up a review to assess whether the Parish could make an application. A strong feeling that previous opportunities of funding had been not considered. Chairman Keith Cornwall and Cllr Chloe Rusby would consider the documents provided and give update at the June Meeting
9. **Policies and Procedures** - These had already been circulated for comment. It was agreed by all Councillors to adopt the amended documents without further change.
10. **Standing Orders** – Again,, these documents had been circulated for comments. It was pointed out that the Agendas will now be issued on the Tuesday before the Parish Council Meeting as measure of good practice. It was agreed by all Councillors to adopt the amended documents without further change.
11. **It was agreed to reintroduce the point of listing items for the next agenda**
 - 11.1 Update on Masks available to purchase in Parish
 - 11.2 Review the Lengthsman Contract
 - 11.3 Funding opportunities report supplied by Chairman Keith Cornwall and Cllr Chloe Rusby
 - 11.4 Ownership of land at Upton Crews – update
 - 11.5 Notice Board at Upton Crews
 - 11.6 Approve the Fixed Asset Register
 - 11.7 Approve the annual AGAR report to be submitted and the dates for public viewing (virtual) of accounts
 - 11.8 Update on interview for new clerk (virtual interview arrange 15th May 2020
12. **Next meeting:** - Tuesday 2nd June 2020 at 9.00am as a Virtual Meeting (based on current Coronavirus guidelines)

The Chairman closed the meeting at 10.45am.

SIGNED _____ DATE _____