

Upton Bishop Parish Council

Minutes of the meeting of Upton Bishop Parish Council

Held Virtual Meeting

Tuesday 2nd June 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: 3 members of the public, Ward Councillor Barry Durkin

1. **Apologies:** – None
2. **Declaration of interests:** - None
3. **Adoption of Minutes of previous meetings:**

Minutes from meeting 5th May 2020 were adopted with no issues. Documents will be signed at next meeting after lock down at the Millennium Hall.
4. **Public participation session:**
 - 4.1 Ward Councillor Barry Durkin presented his report. (attached). He mentioned importance of supporting local businesses; the disappointment of no VE celebrations and hoping to rearrange. He did mention Veterans' support group and communication would be issued in due course.
 - 4.2 A Parishioner raised a written question about the speed in Phocle Green being reduced to 20mph. Cllr Newman mentioned from his previous experience on these types of committees it would not satisfy rules to get speed limits changed; all properties on the main road point away from the main road, (AMENDMENT) with the exception of 3 houses, Phocle Cottage at the top of the Hill, Hill View at the crossroads and the Old Schoolhouse. Cllr Barry Durkin confirmed he supported what Cllr Newman had said. It was however stated that before lockdown plans and reports had been submitted to reduce speeding in the Parish and now lockdown was beginning to be lifted; the Clerk would chase the relevant bodies. Paul also
5. **Planning: -**
 - 5.1 P2000708/H – The Steppes - Clerk did confirm she had spoken to the Case Officer regarding the amended application as was not clear. Case Officer did agree and confirmed that the garage and overhead accommodation had been removed from the planning application and HC website would be amended. At the time of the meeting, website was still showing garage and accommodation. The Council decided there were no objections to the amended application; however it was to be noted they would refuse garage/accommodation as concerns about it being a separate self-contained property.
 - 5.2 Leeward House was mentioned in view of Balfour Beatty recent comments re drainage and HC had given an extension for further investigation into the drainage.
 - 5.3 4 Houses at Beeches; Clerk mentioned that Transport had requested a vehicle check but agreed could not completed during lockdown and there was a request for a footpath in front of the properties. Other applications are still outstanding and no nearer to decisions. Clerk would check on positions.
6. **Finance:**
 - 6.1 The financial report already sent to Councillors was approved at meeting. No issues
 - 6.2 The bank reconciliation for May 2020 was approved at the meeting – No issues. The documents will be signed by Cllr Hazel Strange at the first meeting after Lockdown ends.
 - 6.3 AGAR report approved at the meeting and signed by Chairman. Clerk will arrange to be posted within time scale.
 - 6.4 Audit Documents need to be made available for inspection; was agreed access could be electronic access. Notice would be displayed on Notice Boards and Facebook and Website – access 15th June 2020 to 15th July 2020.
 - 6.5 It was **resolved** to approve the proposed payments of £50.00 Robin Peers, £9.00 for the clerk's expenses and £256 to the Lengthsman

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- 6.6 It was confirmed that an Invoice from Hereford Council but had arrived after the Agenda was issued. It was not possible to pay this amount within their timescales. Clerk to write to HC and confirm payment will be made after the 7th July 2020 Parish Meeting. Cllr Spencer confirmed this amount of £85.37 was under the budget forecast.
7. **Fixed Asset Register** – Was approved at the Meeting – It was suggested at audit next year we should ask audit about the values of Assets and whether should be reduced with depreciation.
8. **Funding opportunities** – Cllr Rusby and Chairman Cornwall confirmed there was not much we could use in this Parish at this time and the Parish would have to do some funding raising to match the grants.
9. **New Clerk** – Chairman Cornwall confirmed this had been delayed as the one person applied to HALC was an untrained Clerk and maybe as lockdown lift more applicants may apply. Chairman Cornwall thanked Cllr Feist for doing such an efficient job as Temp Clerk. Cllr Robbins Robins asked whether Temp Clerk could take up position on a permanent basis. Temp Clerk stated the PC rules will not allow payment for 12 months i.e. has to be voluntary role. Cllr Robbins Robins asked whether expenses could be paid; it was agreed would be investigated.
10. **Ownership of land at Upton Crews.** Footpath Officer Andy Parr was thanked for replacing the repaired Notice Board which is vital for communication during lockdown.
Land - Clerk confirmed that on taking the role from retired Clerk; process had not proceeded as far as Councillors had been led to believe. Clerk thanked Peter Fray and Cllr Robbins Robins for their input during the last month. Clerk identified there could be a solicitor's fee for some legal work which need investigating and approving before applications can be submitted. Clerk confirmed now in receipt of completed statement from Chairman and Lengthsman needed to be submitted with application forms. It was agreed by Councillors that Clerk would complete paperwork and forward to Peter Fray for local Barrister to check without charge.
11. **Lengthsman Contract** - All Councillors approved the new contract with minor change - delete restock salt bins as would be unable to do. The Schedule needs more detail. It was agreed for Chairman Cornwall to work with Cllr Spencer or Clerk Feist for approval for next month.
12. **Chicory Crops** - First a huge thanks to Jake and Rupe Simpson for setting up the Community Shop which has been a big success and appreciated by the Parishioners.
- 12.1 Jake Simpson advised us that workers were arriving shortly on the Farm; he was putting a number of safety measures in place regarding Coronavirus 19 safety rules which will be updated on a daily basis. Health questionnaire checks on arrival; Daily checks; split between groups separate cooking and washing ; no walking in lanes for first weeks; click and collect shopping in initial weeks; have facilities for self-isolation. Councillors thanked Jake Simpson for putting a plan in place and advising us so we may assure the Parish. Anyone wanting more details please contact the Clerk.
13. **NDP update** – Cllr Spencer confirmed balance from last year's NDP fund had been returned as requested. Virtual meeting had been held for funding to complete project had been agreed with Guy Cooper and David Nicholas. Cllr Spencer asked for approval for the new funding; all Councillors approved at the meeting. Cllr Spencer did confirm that one of the holdups is waiting for decisions on the outstanding planning applications. Cllr Newman expressed concerns about the Environmental Report and it was agreed that nothing would be actioned without discussion at the next NDP meeting; Cllr Spencer stated we have only requested money at this stage in case we need it as, we will not be able to request more.
14. It had been requested by Parishioner all that as lockdown was being eased could the time of the meeting be transferred back to 7pm – This was approved by all the Councillors.
- Date of next meeting 7th July 2020 at 7pm by virtual meeting –
15. **It was agreed to reintroduce the point of listing items for the next agenda**
- 15.1 Update on Masks available to purchase in Parish
- 15.2 Review the Lengthsman Schedule
- 15.3 Ownership of land at Upton Crews – update
- 15.4 NDP update

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15.5 Footpaths Update

16. Clerks Resignation

There was a closed discussion to review the departure of the Clerk and the closing out of financial matters relating to this. Autela to be contacted by the Clerk regarding final payment corrections.

The Chairman closed the meeting at 11.30am.

SIGNED _____

DATE _____

DRAFT