

# **Upton Bishop Parish Council**

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

Held Virtual Meeting

Tuesday 7<sup>th</sup> July 2020 at 7.00pm

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

**In attendance:** 3 members of the public, Ward Councillor Barry Durkin

1. **Apologies:** – Chloe Rusby and Stephen Strange – best wishes for Stephen’s recovery
2. **Declaration of interests:** - None
3. **Adoption of Minutes of previous meetings:**  
Minutes from meeting 2<sup>nd</sup> June 2020 were adopted with minor amendments. 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).
  - 4.2 a) A Parishioner asked when Library was reopening – no time scale at present. b) Barry Durkin mentioned the volume and traffic problems at Fownhope and the request for neighbouring Parish Councils to work together. c) A parishioner asked what was happening at the two plots at Probyn’s Hill – was explained things were certainly being monitored and discussion with Hereford Council were on going. We are aware of the previous issues and are on the case.
5. **Traffic Calming** – since last meeting, Barry Durkin held a virtual meeting with Brian Spencer and Dwaine Bushnell reviewing the traffic calming report completed last year. It as agreed that Cllr Spencer and Robins would discuss whether they could produce the necessary Feasibility Study.
6. **Update of Drainage Grant** – Temp Clerk explained that we had put in a case with mitigating circumstances regarding why documents from last year could not be supplied from the previous council. Barry Durkin and Lynda Wilcox from HALC had supported our report and we are awaiting to hear from HC.
7. **Land at Upton Crews** – Temp Clerk had thanked Peter Fray for the assistance regarding this matter and following a conversation with HMRC Land Register had been advised to get the forms submitted and they will confirm what else is required to complete this application. All councillors in agreement and Peter would deliver his sign document at the weekend. Temp Clerk assured that documents would be posted at earliest opportunity.
8. **Planning**
  - 8.1 **P201777** new residential access at bungalow at Chicory Crops - Councillors had no objection to the planning application, however there was concerned raised about the speeding data provided dated Sept 2019 as two subsequent reports on other planning issues had much higher speeds.
  - 8.2 **Leeward House** -Barry Durkin had supplied a report for comments, Councillors with specialist experience, Cllr Spencer and Robins would make comments and would be returned to Barry. There was an indication that this may be considered at August meeting.
  - 8.3 Temp Clerk confirmed she had spoken to planning about the other applications and was still awaiting decisions. Beeches – there are further issues regarding septic tank and drainage. Hilltop awaiting further information re traffic speeds. Was confirmed that Septic Tank work was to begin early July for Birtletons.
9. **Finance:**
  - 9.1 The financial report already sent to Councillors was approved at meeting. No issues

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- 9.2 The bank reconciliation for June 2020 was approved at the meeting – No issues. The documents will be signed by Cllr Hazel Strange at the first meeting after Lockdown ends.
- 9.3 It was **resolved** to approve the proposed payments of £40.00 HMRC and additional £40 (if required), £85.37 to HC, £12.50 for the clerk's expenses
- 9.4 It was proposed that a new Laptop PC be purchased in readiness for the replacement clerk. As we were saving money with no clerk salary at present it was agreed by all Councillors that the new PC laptop should be purchased. Cllr Paul Newman did say that we needed to obtain three quotations for PC records. Cllr Spencer agreed to arrange and place order to a value of £510 plus VAT and £60 for software after obtaining quotations. Cllr Newman and Robins to review quotations.
10. **NDP update** - We thanked Guy ~~Newman~~ Cooper for completing the paperwork for the next stage funding payment for NDP and we are awaiting money to arrive at bank account. As soon as received NDP will arrange a virtual meeting.
11. Footpaths – Andy Parr confirmed that footpath will be closed for next few months whilst Welsh Water complete the work to put in new Septic Tank from The Crews to main road by the Millennium Hall.
11. **New Clerk** – no further applicants and Cllr Feist confirmed was happy to continue the role for time being.
12. **Masks update** – Temp Clerk Alison Feist confirmed funding was only available for charity/community workers and no one knew of any groups in the Parish. It was suggested that we ask Claire Austin to post something on the Website and Facebook in case there was something we were missing

Date of next meeting 4th August 2020 at 7pm by virtual meeting –

13. **It was agreed to reintroduce the point of listing items for the next agenda**
- 13.1 Update on Masks available to purchase in Parish
- 13.2 Review the Lengthsman
- 13.3 Ownership of land at Upton Crews – update
- 13.4 NDP update
- 13.5 Footpaths Update

The Chairman closed the meeting at 20.48 pm.

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