

# Upton Bishop Parish Council

## Agenda for the meeting of the Parish Council

To be held online at on 7pm Tuesday 1<sup>st</sup> September 2020

Councillors are summoned to attend. The Council is making every effort to include the public in its meetings – any member of the public wishing to attend should contact the Clerk for details.

1. **Apologies:** - To accept apologies for absence
2. **Declarations:** - To receive declarations of interest and consider any written applications for dispensations
3. **Minutes of previous meeting:** - to consider minutes of the meetings held on 4<sup>th</sup> and 24<sup>th</sup> August 2020
4. **Public participation session:** -
  - 4.1. To receive the report from the Ward Councillor
  - 4.2. Update on Traffic Calming
  - 4.3. Update on Drainage Grant
  - 4.4. See 8.1 below
  - 4.5. To receive representations from the public (*15 minutes allowed with a maximum of 3 minutes per person*)
5. **Planning:** - to consider comments on application for determination by Herefordshire Council
  - 5.1. P202021/F Conversion of static caravan to an office/comfort station – Probyns Hill
  - 5.2. P202394/F Proposed stable block -Oakwood, Upton Bishop
  - 5.3. Update re Leeward House and Cllr M Robins and Ward Cllr B Durkin attending the virtual Planning Committee Meeting on Wed 26<sup>th</sup> August 2020 - The outline planning application was approved.
  - 5.4. Update on other 4 outstanding applications
6. **Finance:** -
  - 6.1. To approve financial report to 30<sup>th</sup> August 2020
  - 6.2. To approve bank reconciliation for 30<sup>th</sup> August 2020
  - 6.3. Cllrs Feist and Spencer visited Lloyds to, once again, request removal of Chloe Rusby as signatory. Bank has confirmed this has been done.
  - 6.4. A fourth councillor needs to be appointed for electronic signature – nomination required.
  - 6.5. New Direct Debit card requested to allow for online payments such as Webex
  - 6.6. To approve the payments to: -
    - 6.6.1. Autela £60.24
    - 6.6.2. Clerk's expenses for webex -£12.50
    - 6.6.3. CEC for NDP Environmental study £720 – see attached proposal
    - 6.6.4. David Nicholson to commence Parish Profile £1000
    - 6.6.5. David Nicholson to prepare draft NDP £2300
    - 6.6.6. David Nicholson to prepare for call for sites £2400 subject to point 8
7. **Lengthsman** - need to discuss as no work completed in Aug 2020. Consider advertising for new Lengthsman.
8. **NDP** - Need to discuss next step now Leeward House approved, update advice from Consultant. If advised, PC to approve call for sites. (awaiting response from consultant prior to meeting).
  - 8.1 Barry Durkin to be asked to challenge HC decision not to include caravans at Windy Hollow in NDP new builds. (HC claim properties already existed in 2011 and therefore not legible for consideration)
9. **Footpath Officer** update
10. **Hedges overgrown** – concerned hedges
11. **New clerk update** - update of the process of finding new clerk
12. **Next meeting:** - Tuesday 6<sup>th</sup> October 2020 7.00pm ; details to be arranged. Anyone wishing to join virtual meeting, please send email to [clerk@uptonbishoppcc.org](mailto:clerk@uptonbishoppcc.org) for joining instructions.

Signed

*Alison Feist*

Temp Clerk to The Council

26<sup>th</sup> August 2020