

Upton Bishop Parish Council

Minutes of the meeting of Upton Bishop Parish Council

Held Virtual Meeting
Tuesday 6th October 2020 at 7.00pm

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

In attendance: 4 members of the public.

1. **Apologies: – Barry Durkin**
2. **Declaration of interests: - None**
3. **Adoption of Minutes of previous meetings:**
Minutes from meeting 24th August 2020 and 1st September 2020 – no changes.
4. **Public participation session:**
 - 4.1.1 Ward Councillor Barry Durkin was unavailable due to illness and no Ward report to present.
 - 4.1.2 Call for sites – a parishioner asked why the poster stated applications required from Crow Hill and Upton Crews. Cllr Newman and Spencer both outlined that these are the areas as documented in the Herefordshire Core Strategy. Temp Clerk Feist did comment that the only applications received to date were outside the settlement areas.
 - 4.1.3 New Hill Top entrance – an old entrance had been reinstated in the hedge, there had been numerous contacts to PC regarding the safety issues of using this entrance. It was stated that when the new entrance further up the field was applied for a number of years ago, it was stated new entrance was required as the existing entrance was unsafe. Parishioner Peter Fray said he could send some details in order PC can review the original planning application papers. The case had been reported to the HC Enforcement Officer, who had stated this was reinstalling an old entrance and no planning rules broken and the case was closed. The Councillors asked the Clerk to write to Highways Dept regarding the safety of using this entrance.
5. **Traffic Calming –** No update as Barry Durkin was not at meeting. Cllr Spencer reported that he and the Chair had attended two meetings of a new cross-parish group with aims to improve traffic calming along the entire length of the B4224. At the last meeting, it was suggested that elements of the proposed UB Calming report be adopted. Cllr John Harrington is to be invited to the next meeting to seek his support.
6. **Update of Drainage Grant –** No update as Barry Durkin was not at meeting.
7. **Leeward House update –** No update as Barry Durkin was not at meeting
8. **Planning**
 - 8.1 **P202898/H - Mayfield, Old Gore –** no objections
 - 8.2 **P202562/FH - Bayton Farm Bungalow, Old Gore –** no objections
 - 8.3 **P202776/FH - Upper Foxhall House, Phocle Green -** no objections
 - 8.4 **P202673/FH - Heatherfield House, Upton Bishop -** this application was considered by the Parish last year and PC still object for the same reasons plus others. Visibility splays are insufficient, speed limits need reviewing, error on application form – if double garage being converted will affect the parking; and sewage as this will be a new house for accommodation.
 - 8.5 **P202616 –** No comment required by PC
 - 8.6 **P202021/F - change of use of caravan –** it was stated that this application had now been withdrawn, like the other three applications at Hilltop. Clerk advised another application is due. The PC wished Clerk to contact Enforcement Officer as this caravan has been sited without

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planning permission for 5 months and would like HC to start procedures to issue Enforcement Notice. They felt it was unreasonable to keep submitting applications and then withdrawing them as they felt this may be a delaying tactic while the caravan remained on site.

- 8.7 **P202394/F stable block** - still undecided by HC

9. Finance

- 9.1 **Financial Report 30th September 2020** – approved without issue

- 9.2 **Bank reconciliation for 30th September 2020** – approved by Cllr Hazel Strange no issue

- 9.3 **Precept for 2021** – figures discussed and agreed to delay decision until November 2020 meeting, there was discussion whether to increase the budget as originally stated last year. Cllrs have until next month to make decisions, when application has to be submitted to HC.

- 9.4 **Approve payments – Wayne Reed lengthsmen - £256 x 2**

Web Ex expenses of £12.50, this was amended to include £8.34 for the website. Cllr Spencer explained that the debit card had been cancelled in Chloe Rusby's name and the Clerk had to pay the amount to avoid losing the website. A new debit card has now been received and the monthly debit reinstated. N.B. The monthly Webex charge will be £15.00 as the PC will have to pay VAT on the £12.50 amount and recover it at the end of the year. This was approved by PC.

- 9.5 It was discussed that as the Parish had saved money on hall costs and Cllr Feist completing Clerk's duties without salary, it may be considered to use this money for either one or more facilities required in the Parish. Cllrs were asked to consider and bring ideas to the next Parish Meeting.

10. **Reportable Issues around the Parish** – it was reported there are a number of speed signs around the Parish that cannot be read due to overgrown hedges. Coming into the Crow Hill by Bamford Cottages, coming into Crow Hill by the Millennium Hall. PC asks Councillors and Parishioners to continue to report any issue either direct to HC or the Parish Clerk.

11. **Overgrown Hedges** – Following last month's meeting, two letters had been sent to residents to cut hedges for road safety. One resident had not contacted PC or cut hedge and the second resident, agreed to cut hedges but needed someone to do. The PC agreed to inform HC of the situation and let them deal with issues for hedges to be cut. Clerk agreed to complete this request.

12. **Internet Grant for £75 had been approved**, however there had been a delay returning the paperwork as the PC needed a debit card to set up licence and the Bank took numerous weeks to issue. This is now resolved.

13. **Salt Bins** – Bins had been filled by HC and broken by overfilling - Agreed Clerk would write to HC asking for replacements.

14. NDP

- 14.1 **Call for Sites** – As instructed by NDP Consultant we completed his instructions – Notices have been displayed on Notice Boards in Parish, Twitter account, Face Book, Website, will appear in next Chimes, and request sent to Hereford Times to appear in Parish News in the newspaper. No further action required. Clerk confirmed one application received and two other enquires covering all parts of the Parish.

15. Footpath Officer

- 15.1 It was explained in the last week, a tree had fallen down on a foot path "Coffin Walk". After further investigation it was identified that this footpath was missed back in 1953 and the land is not owned by anyone. Therefore, HC and Ramblers Association have both stated they are not interested in assisting with the issue. Thanks to Cllr Cornwall and Footpath Officer for their assistance regarding this matter. At present the footpath can be accessed, however, there is concern about other trees. This footpath is on the list for reclaim but this will not complete for a number of years.

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The only way to check the landowner is a £40 application to the Land Registry, so agreed to leave for time being.

- 15.2 Parishioner stated a tree had fallen on a footpath through their land and added complication was there was a wild bees nest on the tree, which she felt was important to save. Footpath officer, Andy Parr agreed to visit the site this week.
- 15.3 Footpath Officer, Andy Parr said a recent document has been issued about HC Pilot scheme for Footpath Officer to take on more duties. Councillors had not seen this document but Clerk would distribute when available. Andy Parr would submit interest in working with the Pilot Scheme.

16. New Clerk

- 16.1 Possible candidate has taken up position at Peterstow and Chairman Cornwall confirmed that the clerk believes he has too much to do at present to take on any addition work.
- 16.2 Website – Claire Newman joined the meeting to provide background information. There was discussion of the technical support now needed to address the accessibility requirements for our parish council website, and the action agreed to take advice from Fownhope.

17. Selection of New Chair and Secretary

Future NDP Meetings – As Consultant does not think he will be ready to present his findings for Call for sites until February 2021, he did not think there would a need for a meeting before then. The Ecology report would be instructed to commence. In view of these comments, it was agreed that Brian Spencer would continue to chair the sub-committee for the time being. Councillors were in agreement.

18. Next meeting, Tuesday 3rd November 2020 at 7pm

Finally, a huge thank you to John Boyd was all his help in the Parish over the years, from Keith Cornwall and Upton Bishop Councillors. His help has been greatly appreciated.

The Chairman closed the meeting at 8.40 pm.

SIGNED _____ DATE _____