

Upton Bishop Parish Council

Agenda for the Annual meeting of the Parish Council

To be held online at 7.00 pm on Tuesday 4th May 2021

Councillors are summoned to attend the Annual Meeting of the Parish Council. 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. **Appointment of Chairman and Deputy Chairman** – vote and appointment
4. **New Councillors:** - Appointment of new Councillors – Declarations to be completed and signed following the meeting
5. **Minutes of previous meeting:** - to consider amended minutes of the meeting held on:
 - 5.1. 6th April 2021
6. **Public participation session:** -
 - 6.1. Ward Report – Cllr Durkin
 - 6.2. To receive representations from the public (*15 minutes allowed with a maximum of 3 minutes per person*)
7. **Traffic Calming project:** -
 - 7.1. Update from Cllr Spencer.
8. **Balfour Beatty Reports** - update regarding: -
 - 8.1. Grit Bins proposal document
 - 8.2. Sewerage and Bill issue at Powell Croft
 - 8.3. Drains and Gullies proposal document
 - 8.4. Riparian Rights proposal document
 - 8.5. Ditch and Grip Proposal document
 - 8.6. Upton Crews Spring Water report
 - 8.7. Pothole report
 - 8.8. Balfour Beatty Parish Council Meeting Updates
9. **Land at Upton Crews** – Update from Clerk
10. **Planning:** - to consider comments on application for determination by Herefordshire Council
 - 10.1. P21109/PIP Phocle Lake, application for a two-storey house
 - 10.2. Update on current applications in Parish
11. **Pomona Grove** - Lighting and Planting
12. **HALC** – Update regarding making split payments
13. **Parish Council & Public Meetings after 7th May 2021** – update
14. **Finance:** -
 - 14.1. To approve the payments to:
 - 14.1.1. Ecology fee – Collins £400 + VAT - £480
 - 14.1.2. HALC Fees and £120 Clerk Appointment Fees
 - 14.1.3. Came – Insurance £338.40
 - 14.1.4. Webex - £15 per month until no longer needed
 - 14.2. To receive End of Year Financial update and AGAR return
 - 14.3. To receive End of Month Financial Update
15. **NDP** – Update from Cllr Spencer, to consider NDP Public Consultation and vote of Settlement Boundaries per recommendation.
16. **Emergency Plan-**
 - 16.1. Update from Mark Rusby

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17. **Standing Orders** -
 - 17.1. Policy needed for claiming Chairman expenses.
 - 17.2. To consider and accept revised Financial Regulations
 - 17.2 To consider and accept revised Asset Register
 - 17.3 To consider and decide whether to require a Limited Assurance Review
 - 17.4 To discuss Risk Register and requirements for re-approving at June meeting
 - 17.5 To discuss review of Standing Orders and all other Policies and Procedures for re-approving at June meeting
 - 17.6 Agree 30 day period for the exercise of public rights - confirm at June meeting, normally 15th June
18. **Ecology survey in Parish** – Jack Ivimy
19. **Footpath update** – Update from Andy Parr
20. **Litter Picking** - New supply of bags are available from the Clerk
21. **Clerk appointment Letter** – defer to June Meeting
21. **Next meeting:** - Tuesday 1st June 2021 7.00pm Meeting of Parish Council. Anyone wishing to join the virtual meeting,

Please send email to clerk@uptonbishoppcc.org for joining instructions

Signed Alison Feist

Parish Clerk to The Council

23rd April 2021