

19/2024

**HAMPTON BISHOP PARISH COUNCIL**

**Minutes of a Parish Council Meeting held on  
Thursday 21<sup>st</sup> November 2024 at 19.00 in the Village Hall**

**Present:**

Councillors: Steve Hunt (Chair), Julia Pearson, Jamie Rogers (Vice Chair).

**In attendance:** Lynda Wilcox – Parish Clerk and 9 local residents.

1. **Apologies for absence** were received from Brendyn Rossouw.
  - 1.1 Alistair McHarg was not present.
2. **Declarations of interest & written requests for dispensation ...** There were none.
3. **Update of Standing Orders.**
  - 3.1 It was RESOLVED to update the current Standing Orders with the addition of the ability to vote by paper ballot instead of a show of hands, as appropriate.
4. **Brief verbal submissions from four candidates to enable co-option of two local residents to fill current vacancies.**
  - 4.1 Three of the four candidates were present, and the Chair called on them to give their reasons for seeking to be co-opted to the parish council.
  - 4.2 It was RESOLVED that Alexandra Kitchener (Pippin Close) and Gillian Omar (Copsewood Drive) be co-opted.
  - 4.3 Both new councillors signed their Declarations of Acceptance of Office and took their places at the meeting table.
5. **Open Session**
  - 5.1 Brief verbal report from Ward Councillor – Graham Biggs ... Councillor Biggs was not present at the meeting.
  - 5.2 The following views on parish matters were raised by local residents:
    - 5.2.1 Discussion on 'dark skies' at the next meeting.
6. **Minutes of previous meeting held on 24<sup>th</sup> October 2024.**

It was RESOLVED to adopt the minutes as a true record, and they were signed by the Chair.

## **7. Digital mapping pilot for Herefordshire PCs**

- 7.1 The Clerk outlined that a variety of PC information including drainage, land ownership, rights of way, trees, etc could be compiled by a company on behalf of the PC and be available online (plus maps if required).
- 7.2 Following discussion on the types of information, particularly drainage, which could be collected and held by the parish council, plus possible data protection considerations on who would be able to view land ownership details, it was RESOLVED to seek further information and specific costings for the January meeting.
- 7.3 It was further RESOLVED that the Finance Working Group would consider costings at their next meeting during December.

## **8. Formal submission for additional councillors for Hampton Bishop**

- 8.1 A resident of Bishop Fields had requested that, due to the considerable number of additional homes within the Tupsley area of the parish, an increase in the historic number of seven councillors should be sought by the parish council.
- 8.2 It was RESOLVED that a formal submission would be made to Herefordshire Council to commence the lengthy process of increasing the number of councillors from 7 to 9.

## **9. Finance**

- 9.1 Bank balance noted as £102,243.83.
- 9.2 Adoption of updated Financial Regulations
  - 9.2.1 It was RESOLVED to defer the item to the January meeting to enable discussion by the Finance Working Group to move to online banking with Unity Trust.
  - 9.2.2 It was further RESOLVED to resume the previous intention (interrupted by COVID and dwindling interest rates) to invest some of the council's funds in a suitable secure fund for parish councils.
- 9.3 Payments ... It was RESOLVED to make the following payments:
  - 9.3.1 Parish Contractor – Invoice 23 ... 23.10.24 ... £268.00.
  - 9.3.2 Clerk's salary for November 2024.
  - 9.3.3 HMRC for period 6.11.24 – 5.12.24 ... £78.40.
  - 9.3.4 It was noted that the Mole Catcher's invoice was £222.

## **10. Drainage/flooding matters**

- 10.1 Appointment of volunteer Parish Council Flood Wardens
  - 10.1.1 Following a request from the Flood Mitigation Group, it was RESOLVED to advertise for volunteer Parish Council Flood Wardens, to come under the auspices of the parish council's insurance.
  - 10.1.2 It was further RESOLVED that the Clerk would liaise with the council's insurers and seek their advice on the responsibilities of the Flood Wardens, including the manual opening and closing of the proposed new penstock valve by Balfour Beatty.

- 10.1.3 It was noted that the parish council would be responsible for ensuring that the Flood Wardens received appropriate training in their role, as well as suitable clothing and equipment.

10.2 Updates and action on:

- 10.2.1 Ditch clearance ... It was noted that the work undertaken by James Barrell had resulted in an invoice for £100 rather than the £400 allocated.  
Whilst undertaking recent ditching work, a brick wall over a culvert had been damaged. In order to protect the culvert, it was delegated to the Clerk to organise the repair of the wall, estimated to cost around £200.
- 10.2.2 New penfold flap ... It was noted that there was likely to be a delay in installing the new flap, but Herefordshire Council was liaising with the landowner concerning access arrangements.  
The Clerk would look into the insurance implications for the parish council of a Parish Council Flood Warden opening and closing the flap manually.

**11. Planning ...** Comments on application supported by Tree Wardens.

It was RESOLVED to support the following application:

- 11.1 Woodbine Farm ... Proposed works – Numbers refer to the trees/locations on website sketch plan: 1. Removal of Ash growing through existing Plum tree. Minor reduction and maintenance pruning of Plum to prevent road overhang. 2. Coppicing of Hazel. 3. Reduction and lowering of Hawthorn and other species to hedge level. 4. Reduction of European Spindle to prevent road overhang. 5. Coppicing of Hazel. 6. Works to six old apple trees to remove/reduce heavy mistletoe infestation and maintenance pruning.

**12. Village Hall ...** It was RESOLVED to pay the following invoice:

- 12.1 RJ & JR Barrell Invoice 0578 for 5 cuts of grass between 2.8.24 & 18.10.24.

**13. Tupsley Area**

- 13.1 Consideration of contribution to cost of £3,510 quoted to Pinnacle Property Management for new signage/road markings on Mantella Drive to address school traffic.  
There was detailed discussion, and it was felt that ticketing of the private roads would be more beneficial to road signage/markings. It was therefore RESOLVED that local residents would investigate the cost of ticketing

**14. Date of next scheduled meeting ...** Noted as Thursday 23<sup>rd</sup> January 2024.

The Chair closed the meeting at 20.30