

UPTON PARISH COUNCIL

MINUTES of the Parish Council meeting held on Wednesday 16 May 2018 at the Village Hall, Church Lane, Upton commencing at 7.30 pm

Present: Councillors:

Ian Johnson (chair)

Adrian Wood (vice chair)

Peter Snow

David Jordan

Cath Jewitt

Malcolm Yates

Theresa Pick (from 7.05 pm)

In attendance:

C Millward (clerk)

	DISCUSSION AND DECISIONS	
UPC/98/18	<p>Election of officers: The following were elected:</p> <ul style="list-style-type: none"> a. Chair: Ian Johnson unanimous b. Vice-Chair: Adrian Wood by a majority of 5:1 c. Parish Council Representatives on VHMC: David Jordan unanimous d. Parish Council Trustees on Collies Charity – S.Russell and J Semmelroth unanimous e. Playground inspection councillors: Peter Snow unanimous f. Burial ground inspection councillor: Ian Johnson unanimous g. Collies and the Green inspection councillor: David Jordan unanimous h. Collies and the Green maintenance councillor: David Jordan unanimous i. Defibrillator inspection councillors: Ian Johnson (Village hall) and Malcolm Yates (Cross Keys) unanimous 	
UPC/99/18	<p>Apologies for absence: It was noted that Mrs Pick had been delayed by circumstances beyond her control.</p>	
UPC/100/18	<p>Chair's comments: No comments.</p>	
UPC/101/18	<p>Declarations of interest: There were no declarations of interest, direct or indirect, in any items of business on the agenda.</p>	
UPC/102/18	<p>Dispensations: None required.</p>	
UPC/103/18	<p>Minutes of the previous meeting: The minutes of the meeting held on 18 April 2018 were agreed as a true record and signed by the chair.</p>	
UPC/104/18	<p>Matters arising: All action points having been completed, being in hand or appearing elsewhere on the agenda, there were no matters arising.</p>	
UPC/105/18	<p>The Village Hall Management Committee, including minutes of VHMC meeting (if available) and parking: Mr Jordan reported that:</p> <ul style="list-style-type: none"> a. VHMC continues to obtain quotes for a new village hall kitchen b. Some outside maintenance is needed, in particular to the external woodwork. Quotes will be submitted to the council for approval. 	DJ/VHMC

UPC/106/18	Reports from Councillors: Deferred pending Mr Jackson and Mr Blaney's arrival.	
UPC/107/18	2018 Annual Parish Council appointments: Not discussed. Included on agenda in error.	
UPC/108/18	General Data Protection Regulation including approval information management policy: Councillors adopted the Data Protection Policy which had previously been circulated in draft. The clerk will arrange for the policy to be uploaded to the council's NSDC web page. She will undertake an information audit and prepare a privacy notice for the website and consents as appropriate. She will also liaise with VHMC regarding personal information held and used in connection with the village hall.	Clerk Clerk Clerk
UPC/109/18	<p>Financial Matters:</p> <p>a. Financial position as at 30 April 2018: The clerk presented her report showing the precise financial position at 30 April 2018. This was noted with particular reference to the budget. Councillors agreed to maintain the defibrillator reserve to fund replacement batteries and pads as the need arises.</p> <p>b. Accounts for payment: Councillors discussed the invoice in the sum of £600 to JPD Engineering (Southwell) Ltd) deferred from the May meeting noting that it was for the mapboard stands. They unanimously approved seven payments totalling £31312.97 but agreed that, in future, the usual practice of obtaining and approving formal quotes in advance should be followed.</p> <p>c. CIL levy – Projects – The clerk reported that she had heard further from NCC highways as follows:</p> <ol style="list-style-type: none"> 1. The electricity supply to the churchyard lamp had been investigated and had been determined unsafe 2. The supply would need to be upgraded by Western Power before a new lamp could be installed. 3. Once a safe, modern supply was available, it would be possible to assess whether the existing lamp is operative 4. The supply is believed to feed from the church 5. Once a safe supply has been restored, NCC would give a quote 6. As the lamp is on private land, a private contractor would also be able to undertake the repair or replacement of a new lamp. <p>The clerk will obtain a quote for the restoration of the electricity supply from Western Power.</p> <p>d. The Tonic – donation request – Councillors recognised the community value of the Tonic. They decided to make a donation of £150 towards the publication costs.</p> <p>e. Internal audit report: Councillors noted the internal auditor's letter to the chair confirming that there were no significant or substantial matters to bring to the council's attention.</p> <p>f. To agree the 2017/2018 annual accounts: Councillors noted the internal auditor's report in the 2017/18 Annual Return. The 2017/18 accounts were agreed.</p> <p>g. To certify exemption from limited assurance review under section 9 Local Audit (Smaller Authorities) Regulations 2015: Councillors certified that, as:</p> <ol style="list-style-type: none"> 1. Both the council's annual gross income and expenditure for 2017/18 were less than £25000, and 2. The council had been in existence since before 1 April 2014, and 3. The external auditor had taken no step in relation to 2016/17 which precluded exemption and 4. The court had made no declaration under section 28(3) of the Audit and Accountability Act 2014 <p>the council was exempt from a limited assurance review and authorised the clerk and chair to sign the certificate of exemption.</p>	Clerk

	<p>h. To authorise the chair and the clerk to sign Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return The Annual Return was presented. Councillors considered the contents. They unanimously authorised the chair and clerk to sign Section 1 (Annual governance statement) which they then did.</p> <p>i. To authorise the chair and the clerk to sign Section 2 (Accounting Statements) of the Annual Governance and Accountability Return Having considered the contents, schedule of fixed assets and variances, councillors unanimously authorised the chair and clerk to sign Section 2 (Accounting Statements) which they then did.</p>	
UPC/110/18	Organisational arrangements for 2018 village fete: Mr Wood updated councillors as to his discussions with the principal organiser of the event. The written risk assessment will be submitted to the council for consideration at the June meeting which immediately precedes the fete	Agenda June
UPC/111/18	<p>Green spaces and rights of way including:</p> <p>a. Review of monthly burial ground, The Green and The Collies inspection and maintenance reports: The chair confirmed that no issues had been identified on his monthly inspection of the burial ground and passed his written inspection report to the clerk. Mr Jordan noted that the Collies was a little untidy but, given the weather and the cutting frequency, this was not unexpected. He will spray the ground elder. The clerk will again contact NCC regarding progress in relation to pruning the trees on The Green. Mr Jordan confirmed that, otherwise, there were no apparent issues to report on the Green and Collies and passed his written inspection report to the clerk.</p> <p>b. Footpaths reports - Update: The footpaths officer had provided new way markers to the clerk. The chair will pass these on to the resident who had compiled the footpaths report.</p> <p>Mrs Pick arrived at 7.05 pm during these discussions.</p>	<p>DJ Clerk</p> <p>Chair</p>
UPC/112/18	Playground including review of councillor's monthly playground inspection and maintenance report: Mr Snow confirmed there were no apparent issues to report.	
UPC/113/18	Community defibrillators monthly inspection reports: The chair reported that he had inspected the village hall defibrillator and there were no apparent issues. Mr Yates reported that he had inspected the Cross Keys defibrillator and there were no apparent issues.	
UPC/114/18	<p>Planning matters:</p> <p>a. Applications: 18/00824/FUL Erection of a new dwelling Upton House 80 Main Street Upton: Councillors considered the application and unanimously decided to object to the proposal on the following grounds:</p> <ol style="list-style-type: none"> 1. The development constitutes new development in an "other" village with no local services other than a pub 2. The development is inappropriate in scale relative to its proposed location, being within the curtilage of a residential garden 3. There is no evidence of any need for an additional house in the village which is not part of an affordable housing scheme 4. Realistically, the only means of transport to and from the village is by car. The development would, therefore, bring more traffic to the village and surrounding roads 5. The nature of the development is out of character with the surrounding village, resulting in crowding of buildings 6. The development is within a residential garden which is not an appropriate space for development 7. The development will have a significant detrimental visual and 	

	<p>overbearing impact.</p> <p>b. NSDC decisions: Councillors noted the approval of 18/00536/FUL Householder application for ground floor extension and alterations High Barn 74 Main Street Upton, notification of which had been received after circulation of the agenda.</p> <p>c. Enforcement matters: Nothing reported.</p>	
UPC/115/18	Boundary treatment at the former French Horn site, Main Street Upton – enclosure of pavement: No developments.	
UPC/116/18	A612 – Speed limit reduction to 50 mph: The clerk will seek Mr Jackson’s advice regarding the extension of the 50mph speed limit to A612 from Southwell to the junction with A617.	Clerk
UPC/117/18	Condition of Home Farm, Upton: No developments	
UPC/118/18	LIS application – Village entry signs: Funding decision awaited.	
UPC/119/18	New village map boards: Councillors agreed that one mapboard should be located by the bench on The Green. There was expensive discussion of the location of the second on Carr Lane. Councillors decided , by a majority of 4:3, to position the mapboard between the fence and pole on Carr Lane on the space used to park cars and to withdraw the permission to park there. It was also agreed that the mapboard should be sited to allow for the installation of a bench in the future.	MY MY Clerk MY
UPC/120/18	Service faults: Nothing raised. The lamp adjacent to the village hall is believed to be working properly.	
UPC/121/18	Correspondence: Noted.	
UPC/122/18	Agenda items for next meeting: See above. Mr Yates gave his apologies in advance.	
UPC/123/18	Date of next meeting: Wednesday 20 June 2018 at 7.30 pm.	

The meeting closed at 6.20 pm