

## UPTON PARISH COUNCIL

**MINUTES of the Parish Council meeting held on Wednesday 18 April 2018 at the Village Hall, Church Lane, Upton commencing at 7.30 pm**

**Present: Councillors:**

**Adrian Wood (Vice chair)**

**Peter Snow**

**David Jordan**

**In attendance:**

**R. Blaney (for part of meeting)**

	<b>DISCUSSION AND DECISIONS</b>	
<b>UPC/72/18</b>	<p><b>Apologies for absence:</b> Apologies with reasons were received and accepted from Professor Johnson, Mrs Pick, Mr Yates and Mrs Jewitt. Councillors consented to the absences. Councillors formally noted the clerk's absence due to an urgent family matter.</p> <p>Mr Wood chaired the meeting in Professor Johnson's absence.</p>	
<b>UPC/73/18</b>	<p><b>Chair's comments:</b> No comments.</p>	
<b>UPC/74/18</b>	<p><b>Declarations of interest:</b> There were no declarations of interest, direct or indirect, in any items of business on the agenda.</p>	
<b>UPC/75/18</b>	<p><b>Dispensations:</b> None required.</p>	
<b>UPC/76/18</b>	<p><b>10 minutes public speaking time:</b> No public present.</p>	
<b>UPC/77/18</b>	<p><b>Minutes of the previous meeting:</b> The minutes of the meeting held on 21 March 2018 were agreed as a true record and signed by the chair.</p>	
<b>UPC/78/18</b>	<p><b>Matters arising:</b> All action points having been completed, being in hand or appearing elsewhere on the agenda, there were no matters arising.</p>	
<b>UPC/79/18</b>	<p><b>The Village Hall Management Committee, including minutes of VHMC meeting (if available) and parking:</b> Mr Jordan reported that the VHMC is in the course of obtaining quotes for a new village hall kitchen.</p>	
<b>UPC/80/18</b>	<p><b>Reports from Councillors:</b> Deferred pending Mr Jackson and Mr Blaney's arrival.</p> <p>Following Mr Blaney's arrival during the meeting, the meeting reverted to this item after item 14 on the agenda (Green spaces). Mr Blaney:</p> <ol style="list-style-type: none"> <li>1. Referred councillors to the Government consultation on unauthorised caravan sites (item 24 – Correspondence)</li> <li>2. Had no matters to report regarding planning or Home Farm.</li> </ol> <p>Mr Blaney left the meeting which reverted to item 15 on the agenda (Playground).</p>	
<b>UPC/81/18</b>	<p><b>2018 Annual Parish Council appointments:</b> Nothing to discuss.</p>	
<b>UPC/82/18</b>	<p><b>General Data Protection Regulation – Update:</b> New requirements noted. Fee for registration with Information Commissioner's Office included in accounts for payment. Clerk to report further at next meeting on 16 May 2018.</p>	<b>Clerk/ Agenda</b>
<b>UPC/83/18</b>	<p><b>Financial Matters:</b></p>	

	<p><b>a. Financial position as at 31 March 2018:</b> Mr Wood presented the clerk's report showing the precise financial position at 31 March 2018. This was noted with particular reference to the budget.</p> <p><b>b. Accounts for payment:</b> The council unanimously <b>approved</b> three payments totalling £331.49 but deferred approval of a fourth (£600 to JPD Engineering (Southwell) Ltd) to the May meeting for clarification of the service to which it relates.</p> <p><b>c. Review system of internal control and internal audit system effectiveness:</b> Councillors discussed the operation of the system of internal control and <b>agreed</b> that it remained adequate and continued to operate effectively. Councillors also reviewed the effectiveness of the internal audit system and <b>agreed</b> that, taking account of the straightforward nature of the council's transactions this year, it operated effectively on an annual basis.</p> <p><b>d. Risk assessment 2018-19:</b> Councillors considered and <b>approved</b> the draft revised risk assessment for 2018 -19 circulated by the clerk, noting that it had been extended to include GDPR (see UPC/82/18).</p> <p><b>e. CIL levy – Projects –</b> Nothing to discuss.</p>	
<b>UPC/84/18</b>	<p><b>Organisational arrangements for 2018 village fete:</b> Councillors <b>appointed</b> Mr Wood as the council's representatives on the village fete committee. They reviewed their system of governance for the fete, should it take place, and, as in previous years, <b>agreed</b> on the following:</p> <p>a. A detailed monthly report to be given by Mr Wood, as the council's representative on the village fete committee, to ensure that the council has the information it needs effectively to oversee the event</p> <p>b. The written risk assessment to be submitted to the council for consideration at the June meeting which immediately precedes the fete</p> <p>c. Fete risk assessment to be an agenda item for the June meeting.</p>	<p><b>AW</b> <b>20.6.18</b></p> <p><b>Agenda</b> <b>June</b></p>
<b>UPC/85/18</b>	<p><b>Green spaces and rights of way including:</b></p> <p><b>a. Review of monthly burial ground, The Green and The Collies inspection and maintenance reports:</b> Professor Johnson absent. No burial ground report. Mr Jordan confirmed there were no apparent issues to report on the Green and Collies.</p> <p><b>b. Footpaths reports:</b> Noted that the footpaths officer now had the matter in hand. Await the outcome of her actions.</p>	
<b>UPC/86/18</b>	<p><b>Playground including review of councillor's monthly playground inspection and maintenance report:</b> This item was considered after item 9 on the agenda (Reports from councillors) which had been deferred. Mr Snow confirmed there were no apparent issues to report.</p>	
<b>UPC/87/18</b>	<p><b>Community defibrillators monthly inspection reports:</b> Professor Johnson and Mr Yates absent. No reports.</p>	
<b>UPC/88/18</b>	<p><b>Planning matters:</b></p> <p><b>a. Applications: 18/00536/FUL   Householder application for ground floor extension and alterations   High Barn 74 Main Street Upton:</b> Councillors considered the application and unanimously <b>decided</b> to support the proposal.</p> <p><b>b. NSDC decisions: 17/00202/FUL - Householder application for removal of existing rear extension and replacement - South Farm 70 Main Street, Upton:</b> Approval noted.</p> <p><b>c. Enforcement matters:</b> Nothing reported.</p>	
<b>UPC/89/18</b>	<p><b>Boundary treatment at the former French Horn site, Main Street Upton – enclosure of pavement:</b> Noted that NCC had confirmed that the matter remains active. Await developments.</p>	

<b>UPC/90/18</b>	<b>A612 – Speed limit reduction to 50 mph:</b> No developments	
<b>UPC/91/18</b>	<b>Condition of Home Farm, Upton:</b> No developments (see UPC/80/18 - Reports from councillors).	
<b>UPC/92/18</b>	<b>LIS application – Village entry signs:</b> NCC funding decision awaited. Local artists had met to discuss the design for the signs. It had been suggested that the signs at each end of the village be different. Mr Wood will investigate dimensions and contact the sign maker.	<b>AW</b>
<b>UPC/93/18</b>	<b>New village map boards:</b> Mr Yates absent. No update.	
<b>UPC/94/18</b>	<b>Service faults:</b> Nothing raised save to monitor the lamp adjacent to the village hall, which may not be working, when it is dark.	<b>Cllrs</b>
<b>UPC/95/18</b>	<b>Correspondence:</b> Noted.	
<b>UPC/96/18</b>	<b>10 minutes - Public response to matters arising from meeting:</b> No public present.	
<b>UPC/97/18</b>	<b>Agenda items for next meeting:</b> See above.	
<b>UPC/798/18</b>	<b>Date of next meeting: Wednesday 16 May 2018</b> at 6.30 pm.	

The meeting closed at 8.10 pm