

## UPTON PARISH COUNCIL

**MINUTES of the Parish Council meeting held on Wednesday 20 June 2018 at the Village Hall, Church Lane, Upton commencing at 7.30 pm**

**Present: Councillors:**

**Ian Johnson (chair)**

**Peter Snow**

**Theresa Pick**

**David Jordan**

**In attendance:**

**C Millward (clerk)**

**Members of the public (x1)**

	<b>DISCUSSION AND DECISIONS</b>	
<b>UPC/124/18</b>	<b>Apologies for absence:</b> Apologies for absence were received and accepted from Mrs Jewitt, Mr Yates and Mr Wood.	
<b>UPC/125/18</b>	<b>Chair's comments:</b> No comments.	
<b>UPC/126/18</b>	<b>Declarations of interest:</b> There were no declarations of interest, direct or indirect, in any items of business on the agenda.	
<b>UPC/127/18</b>	<b>Dispensations:</b> None required.	
<b>UPC/128/18</b>	<b>10 minutes public speaking time:</b> Councillors considered a report of heavy hay lorries using A612 through the village. They noted that vehicles with a starting point or destination within the environmental weight limit area were exempt from the weight restriction. They also noted that, to report a breach, the vehicle would need to be specifically identified, ideally with photographic evidence.	
<b>UPC/129/18</b>	<b>Minutes of the previous meeting:</b> The minutes of the meeting held on 16 May 2018 were agreed as a true record and signed by the chair.	
<b>UPC/130/18</b>	<p><b>Matters arising:</b> <i>UPC/109/18 d – Financial matters – Donation to Tonic</i> – The chair reported read a letter he had received from the Tonic editor regarding publication costs. Councillors <b>agreed</b> that they should consider whether the council should commit to a regular contribution. To be an agenda item for the next meeting on 18 July 2018.</p> <p>All other action points having been completed, being in hand or appearing elsewhere on the agenda, there were no matters arising.</p>	<b>Agenda July 18</b>
<b>UPC/131/18</b>	<p><b>The Village Hall Management Committee, including minutes of VHMC meeting (if available) and parking:</b> Mr Jordan reported that:</p> <ol style="list-style-type: none"> <li>a. Quotes for a new village hall kitchen are still being sought with a view to any work being undertaken in August 2019 when the hall will be unused for the summer break.</li> <li>b. Estimates for the outside maintenance had been sought from three contractors. Only two had provided estimates. These were as follows: P.Thurlow - £405 N. Wilcox - £560</li> </ol> <p>Councillors <b>approved</b> the estimate from P. Thurlow. Mr Jordan will arrange for the work to be done.</p>	<b>DJ</b>

<b>UPC/132/18</b>	<b>Reports from Councillors:</b> Deferred pending Mr Jackson and Mr Blaney's arrival.	
<b>UPC/133/18</b>	<p><b>General Data Protection Regulation update and compliance matters:</b> The clerk had uploaded Data Protection Policy and privacy notice to the website. She had also completed the information audit. Councillors completed their GDPR compliance checklists and consents and passed them to the clerk. Councillors noted NALC's advice that the Google subscription email service should be regarded as GDPR compliant. The clerk will subscribe the council to the service.</p> <p>The clerk had met with a VHM member regarding personal information held and used in connection with the village hall and the steps to be taken for GDPR compliance identified and to be actioned by VHM.</p> <p>The clerk reminded all councillors of the importance of not sharing personal information any more widely than necessary for the purpose for which it is held and of their wider confidentiality obligations.</p>	<b>Clerk</b>
<b>UPC/134/18</b>	<p><b>Financial Matters:</b></p> <p><b>a. Financial position as at 31 May 2018:</b> The clerk presented her report showing the precise financial position at 31 May 2018. This was noted with particular reference to the budget. The chair verified the stated balances against the current account bank statement.</p> <p><b>b. Accounts for payment:</b> Councillors unanimously <b>approved</b> three payments totalling £473.32.</p> <p><b>c. CIL levy – Projects including churchyard lamp replacement –</b> The clerk had sought a quote for the restoration of the electricity supply from Western Power. In order to issue a quote Western Power required confirmation of the body to be ultimately responsible for the electricity supply. The clerk will write to the Church Treasurer to seek formal confirmation that the church will be responsible and liaise to obtain the quote.</p> <p><b>d. Approve statement of public land value:</b> Councillors confirmed that a value of £1 each should be attributed to the Collies with the statement also to include the land at Carr Lane, Springwood Farm and the verge of New Lane running from Hockerton Road all at a value of £1. Councillors <b>approved</b> the statement on this basis.</p>	<b>Clerk</b>
<b>UPC/135/18</b>	<b>Organisational arrangements for 2018 village fete:</b> Mr Wood absent. No report. The written risk assessment to be submitted to the council for consideration at the July meeting the last meeting before the fete takes place on 18 August 2018	<b>Agenda July</b>
<b>UPC/136/18</b>	<p><b>Green spaces and rights of way including review of monthly burial ground, The Green and The Collies inspection and maintenance reports:</b> 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 confirmed that the ground elder had been flailed and the Collies looks much tidier. He will speak to the contractor regarding the bindweed which is appearing. 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>Councillors noted that NCC is due to cut the footpaths shortly. They asked the clerk to make enquiries of NCC as to the possibility of a share of NCC's cutting budget being paid to the council for the council to undertake the maintenance.</p>	<b>DJ</b>  <b>Clerk</b>
<b>UPC/137/18</b>	<b>Playground including review of councillor's monthly playground inspection and maintenance report:</b> Mr Snow confirmed there were no apparent issues to report.	
<b>UPC/138/18</b>	<b>Community defibrillators monthly inspection reports:</b> The chair reported that he had inspected the village hall defibrillator and there were	

	no apparent issues. Mr Yates absent. No Cross Keys defibrillator report.	
<b>UPC/139/18</b>	<p><b>Planning matters:</b></p> <p><b>a. Applications:</b> None.</p> <p><b>b. NSDC decisions: 18/00952/TWCA – Greenacres 34 Main Street Upton – Work to limes (x2), ash (x1), cherries (x2), beech (x1), cedar (x1), weeping willow (x1) and prunus (x1), Remove/crown lift various including silver birch, sycamore, maple, fell rowan (x1), coppice horse chestnut:</b> Approval noted .</p> <p><b>c. Enforcement matters:</b> Nothing reported.</p>	
<b>UPC/140/18</b>	<b>Boundary treatment at the former French Horn site, Main Street Upton – enclosure of pavement:</b> No developments.	
<b>UPC/141/18</b>	<b>A612 – Speed limit reduction to 50 mph:</b> No developments..	<b>Clerk</b>
<b>UPC/142/18</b>	<b>Condition of Home Farm, Upton:</b> No developments	
<b>UPC/143/18</b>	<p><b>LIS application – Village entry signs:</b> Councillors were pleased that the bid had been successful. Mr Jordan reported that:</p> <ol style="list-style-type: none"> <li>1. The artwork should be ready for approval at the meeting on 18 July 2018.</li> <li>2. The manufacturer had confirmed that it would take 3-4 months to produce the signs once the design had been finalised.</li> </ol> <p>Approval of artwork and locations to be an agenda item for the 18 July 2018 meeting. Councillors <b>agreed</b> to set aside £200 for any costs incurred by the artists.</p>	<b>Agenda July 18</b>
<b>UPC/144/18</b>	<b>New village map boards:</b> Not yet installed. A parked car had been an obstruction.	
<b>UPC/145/18</b>	<b>Service faults:</b> Nothing raised.	
<b>UPC/146/18</b>	<p><b>Correspondence</b> Item a – NSDC - Sky lanterns and helium balloons policy – Councillors <b>support</b> the policy.</p> <p>Item d – Letter – Carr Lane parking – The clerk to reply explaining that the land is needed for new parish furniture.</p> <p>All other items of correspondence noted</p>	
<b>UPC/147/18</b>	<b>Agenda items for next meeting:</b> See above. Mr Yates gave his apologies in advance.	
<b>UPC/148/18</b>	<b>Date of next meeting: Wednesday 18 July 2018</b> at 7.30 pm.	

The meeting closed at 8.15 pm