

UPTON PARISH COUNCIL

MINUTES of the Parish Council meeting held on Wednesday 18 May 2016 at the Village Hall commencing at 6.30 pm

Present: Councillors:

Ian Johnson (Chair)

Malcolm Yates

Peter Snow

Theresa Pick

Cath Jewitt

Adrian Wood (from 7.10 pm)

In attendance:

Catherine Millward (Clerk)

R. Blaney (from 6.40 pm until 6.50 pm)

Member of the public (2)

	DISCUSSION AND DECISIONS	ACTION
UPC/99/16	<p>Election of officers: The following were unanimously elected:</p> <p>(a) Chair: Ian Johnson (b) Vice-Chair: Adrian Wood (c) Responsible Financial Officer: Catherine Millward (d) Parish Council Representatives on VHMC: David Jordan (e) Parish Council Trustees on Collies Charity – Margaret Worrall and John Key. (f) Playground inspection councillors: Peter Snow (g) Burial ground inspection councillor: Ian Johnson (h) Collies and the Green inspection councillor: David Jordan (i) Collies and the Green maintenance councillor: David Jordan</p>	
UPC/100/16	<p>Apologies for absence: Apologies were received and accepted from Mr Jordan (holiday). Mr Wood was also absent at the start of the meeting. Councillors consented to the absences.</p>	
UPC/101/16	<p>Chair's comments: None – Meeting to be followed by Annual Parish Meeting at which chair will report.</p>	
UPC/102/16	<p>Declarations of interest: Mrs Pick declared a disclosable pecuniary interest in item 14 (b) (Planning matters - Gravel extraction proposals – Flash Farm, Averham). Mr Yates also declared a disclosable pecuniary interest in item 14 b.</p> <p>There were no other declarations of interest, direct or indirect, in any items of business on the agenda.</p>	
UPC/103/16	<p>Dispensations: None required.</p>	
UPC/104/16	<p>Minutes of the previous meeting: The minutes of the meeting held on 20 April 2016 were agreed as a true record and signed by the chair.</p>	
UPC/105/16	<p>Matters arising: <i>UPC/82/16 – Reports from councillors</i> – Noted that works to drop kerbs were not being offered by NCC Highways as part of A612 re-surfacing.</p> <p><i>UPC/87/16 - Green spaces and rights of way</i> - Noted that concrete bollards on footpath 8 had been reinstated and that NCC had previously advised</p>	

	<p>that these did not interfere with the public right of way. Councillors agreed that the issue of private rights was outside their remit.</p> <p>Mr Blaney arrived at 6.40pm during these discussions.</p> <p>All other action points having been completed, being in hand or appearing elsewhere on the agenda, there were no matters arising.</p>	
UPC/106/16	<p>The Village Hall Management Committee including minutes of VHMC (if available): Mr Jordan absent. No minutes since 9 March 2016 VHMC meeting. Noted that VHMC annual meeting on 25 May 2016 is on display. The chair will attend.</p>	Chair
UPC/107/16	<p>Reports from Councillors: Mr Blaney reported as follows:</p> <ol style="list-style-type: none"> a. The A612 road closure scheduled for the beginning of June 2016 will be suspended over the Thursday and Friday evenings of the Folk Festival weekend and for the weekend itself. b. Measures to address the condition of Home Farm are under active consideration. New s215 proceedings will be commenced with prosecution to follow in the event of non-compliance. At that stage, NSDC may well decide to undertake the works itself. The position is complicated by the absence of the owner. Given these circumstances, compulsory purchase may be a viable option. c. Flash Farm is in abeyance pending the outcome of the minerals local plan consultation expected in September 2016. <p>Mr Blaney left the meeting at 6.50 pm.</p>	
UPC/108/16	<p>Financial Matters:</p> <ol style="list-style-type: none"> a. Financial position as at 30 April 2016: The clerk presented her report showing the precise financial position at 30 April 2016. This was noted with particular reference to the budget. Councillors also noted that the green spaces reserve and 2019 election expenses reserve had been reinstated following the start of the new financial year. b. Accounts for payment: The council unanimously approved four payments totalling £388.02. c. To note arrangements for annual audit and approval of governance statements: Councillors noted that, because of a misunderstanding between Mr Jordan and the clerk, the clerk had been unable to access the VHMC receipts and expenditure for March 2016. As a result, the clerk had been unable to complete the Annual Return and internal audit process ready for this meeting. Councillors noted that the external auditor had approved an extension of time for submission of the Annual Return to 24 June 2016 to allow its contents to be considered and approved at the June 2016 meeting. 	
UPC/109/16	<p>Organisational arrangements for 2016 village fete: The chair summarised Came & Company's advice dated 12 May 2016 regarding tugs of war and other activities. The clerk will forward the email to Mr Wood. Fete risk arrangements to be specified as item on future agenda.</p>	Clerk/ AW

<p>UPC/110/16</p>	<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 (including REACH project progress): 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. No issues reported by Mr Jordan in advance of the meeting. No update from REACH available.</p> <p>b. Identification of council land and associated steps: The chair and Mr Jordan’s collation of evidence of the council’s ownership of all its land continues.</p>	
<p>UPC/111/16</p>	<p>Playground including review of councillor’s monthly playground inspection and maintenance report: Mr Snow referred to problems with the gate latch which Mr Wood had had to replace. He also reported that the swing chains were misaligned, apparently deliberately, although it was difficult to see how this had been achieved. The clerk explained the council’s insurance obligations regarding repairing or taking defective equipment out of action immediately. Mr Snow, with Mr Wood, will attend to the matter.</p> <p>Mr Snow confirmed that, otherwise, no significant issues requiring action had been identified on his monthly inspection of the playground and passed his written inspection report to the clerk</p> <p>Mr Wood arrived at 7.10 pm as this matter was concluded</p>	<p>PS/AW</p>
<p>UPC/112/16</p>	<p>Planning matters:</p> <p>a. Applications:</p> <p>i. 16/00707/LBC Change of use from agricultural building to new dwelling new extensions, alterations and new garages Top Yard Paddock Barn Main Street: Councillors considered the application and unanimously decided that they had no objections.</p> <p>ii. 15/00428/FUL Householder application for timber garage and studio above. Smallcroft 73 Main Street Upton: Mr Wood declared a disclosable pecuniary interest and did not participate in the decision. Councillors considered the application and unanimously decided that they had no objections.</p> <p>b. Gravel extraction proposals – Flash Farm, Averham and minerals local plan consultation: See UPC/107/16 above (Reports from councillors). Outcome of consultation awaited.</p> <p>c. NSDC decisions: Approval of 16/00763/TWCA Dovecote Cottage 41 Main Street Upton – Fell Bramley noted (notification received after display and circulation of agenda).</p>	<p>Chair/CJ</p> <p>Chair</p>
<p>UPC/113/16</p>	<p>Provision of community defibrillator including acquisition and funding: The clerk reported that a new British Heart Foundation funding scheme had opened. The council would be required to contribute £400 to the purchase costs of a defibrillator and fund the purchase and installation of a heated unlockable cabinet. Councillors discussed the funding terms and considered the adequacy of the council’s reserves. They agreed that, in view of the village’s location, a defibrillator would be of significant benefit to the community. Councillors decided that the council should submit an application to British Heart Foundation and authorised the clerk and the chair individually to sign all documents associated with the application.</p>	<p>Clerk</p>
<p>UPC/114/16</p>	<p>A612 road closure – Impact and arrangements: See UPC/107/16 above (Reports from councillors). Councillor Laughton not present. Article in Newark Advertiser noted.</p>	
<p>UPC/115/16</p>	<p>Village Neighbourhood Watch scheme, including signage: PCSO Crowhurst attending annual parish meeting to follow at 7.30 pm to promote</p>	

	and support scheme.	
UPC/116/16	Condition of Home Farm, Upton: See UPC/107/16 above (Reports from councillors).	
UPC/117/16	Renewal of village map boards: Mr Snow reported that a further quote for new stands totalled £1080 for three or £450 for one. Councillors agreed that Mr Snow will email the specifications to Mr Yates, who may know a supplier who would undertake the work at a much lower cost. Mr Snow confirmed that the artist is aware of the reasons for the delay in the display of the updated maps.	PS/MY
UPC/118/16	Service faults: The clerk summarised the contents of Mr Duckworth of NCC's email dated 16 May 2016 regarding NCC's revised road surfacing strategy and its impact on roads such as Hockerton Lane which already have poor surfaces. Councillors noted that Mr Duckworth had referred the lane for inspection.	
UPC/119/16	Correspondence: The item of correspondence on the agenda was noted together with receipt by the clerk of a letter relating to Carr Lane received subsequent to circulation and display of the agenda. Councillors agreed that the letter should be included on the agenda for the June 2016 meeting for formal consideration and decision. The chair allowed a brief public speaking session. The lack of a footpath along Main Road was noted together with a report on the poor condition of the wall mounted noticeboard at Chapel Farm.	Agenda
UPC/120/16	Agenda items for next meeting: See above.	
UPC/121/16	Date of next meeting Wednesday 15 June 2016 at 7.30 pm.	

The meeting closed at 7.25 pm