

UPTON PARISH COUNCIL

MINUTES of the Parish Council meeting held on Wednesday 18 November 2015 at the Village Hall commencing at 7.30 pm

Present: Councillors:

Ian Johnson (Chair)
Adrian Wood
Peter Snow
Malcolm Yates
David Jordan
Cath Jewitt
Theresa Pick

In attendance:

Catherine Millward (Clerk)
R. Blaney (from 6.40 pm)
B. Laughton (from 7.55 pm)
Members of the public (3)

	DISCUSSION AND DECISIONS	ACTION
UPC/236/15	Apologies for absence: There were no absences.	
UPC/237/15	Chair's comments: The chair reported on the outcome of the Boundary Commission's electoral review as it affects Upton.	
UPC/238/15	Declarations of interest: Mr Jordan declared an interest in item 21a (Planning matters - Applications – 15/01978/FUL). There were no other declarations of interest, direct or indirect, in any items of business on the agenda.	
UPC/239/15	Dispensations: None required.	
UPC/240/15	10 minutes public speaking time: A note relating to the safety of Hockerton Lane was circulated to the councillors by a member of the public.	
UPC/241/15	Minutes of the previous meeting: The minutes of the meeting held on 21 October 2015 were agreed as a true record and signed by the chair. Mr Blaney arrived at 6.40 pm.	
UPC/242/15	Matters arising: <i>UPC/219/15 – 2015 village fete</i> – The chair reported on the feedback he had received from residents in relation to ways of securing the future success of the village fete as an event for the whole community. <i>UPC/223/15 – Hockerton Lane – road safety issues</i> – Noted that work relating to highways was not eligible for WREN funding. All other action points having been completed, being in hand or appearing elsewhere on the agenda, there were no matters arising.	
UPC/243/15	The Village Hall Management Committee including minutes of VHMC (if available): Mr Jordan had nothing to report.	
UPC/244/15	Reports from Councillors: Mr Blaney reported on the possibility of re-directing the afternoon Fiskerton bus service to Upton to provide a return service from Newark during the afternoon. He also referred councillors to	

	<p>various villages already benefitting from a community defibrillator.</p> <p>Councillors agreed to revert to this item should Mr Laughton arrive. Mr Blaney left the meeting.</p> <p>Mr Laughton arrived at 7.55 pm and reported on the following at the close of item 11 on the agenda (Financial matters):</p> <ol style="list-style-type: none"> a. Boundary Commission outcome b. Likelihood of a detrimental impact on front line services as a result of the 15% NCC budget reduction. c. Flash Farm – The Local Minerals Plan is to be considered by committee on 17 December 2015 and by the full council on 20 January 2016. <p>The possibility of footpath 8 being blocked between the village hall and the exit at Forge Cottage was raised with Mr Laughton. He advised that action could only be taken where a footpath is blocked. The chair will clarify the landowner’s intentions and seek general guidance on access to footpaths from Mr Neil Lewis, the head of rights of way at NCC.</p> <p>Mr Laughton left the meeting at 8.15 pm.</p>	Chair
<p>UPC/245/15</p>	<p>Financial Matters:</p> <ol style="list-style-type: none"> a. Financial position as at 31 October 2015: The clerk presented her report showing the precise financial position at 31 October 2015. This was noted with particular reference to the budget. Councillors also noted the VHMC accounts to 30 June 2015. b. Accounts for payment: The council unanimously approved three payments totalling £453.51. Mr Laughton arrived at 7.55 pm. c. Review system of internal control: Councillors discussed the operation of the system of internal control and agreed that it was adequate for the size and needs of the council and continued to operate effectively. d. Consider need for interim internal audit: The clerk reminded councillors of the external auditor’s comments regarding the on-going nature of the internal audit process. Councillors considered their financial affairs for the financial year to date. They decided that, given the size of the council’s turnover, simplicity of its transactions to date and robust system of internal control, an interim internal audit would be disproportionate and the cost was not justified. They will review the position in the event that the council’s financial position or transactions change significantly. Councillors discussed the information provided by NALC regarding the appointment of a sector led body to procure audit services. The council will not opt out of this arrangement. <p>The meeting reverted to item 9 on the agenda (Reports from councillors) to allow Mr Laughton to address the meeting.</p>	
<p>UPC/246/15</p>	<p>Provision of community defibrillator, including funding sources and alert system: Councillors discussed the most appropriate type of cabinet and agreed that the cabinet needed to be heated. The Cross Keys was identified as the most appropriate location provided the proprietor was agreeable. Mr Snow and Mr Yates will make enquiries. BHF’s requirement that the cabinet be unlocked unless there was clear evidence of a security risk was discussed.</p> <p>The following alternatives were identified:</p> <ol style="list-style-type: none"> 1. A BHF funded defibrillator in a parish council funded lockable cabinet – The clerk will enquire whether BHF would agree. 2. A BHF funded defibrillator and unlocked cabinet 3. A council funded defibrillator and lockable cabinet. 	<p style="text-align: center; vertical-align: middle;">PS/MY</p> <p style="text-align: center; vertical-align: bottom;">Clerk</p>

UPC/247/15	Village Neighbourhood Watch scheme: Mrs Jewitt updated councillors as to progress in setting up a new group.	
UPC/248/15	Review of village bus services: The clerk reported that Marshalls had confirmed the existence of an arrangement for the use by paying passengers of the school service. Mr Laughton confirmed NCC continued to support this arrangement. The chair will publicise the facility in the Tonic.	Chair
UPC/249/15	Bus shelter outside the French Horn: The clerk will ask NCC when the new shelter is to be reinstated now that the building works appear to have been completed.	Clerk
UPC/250/15	Condition of Home Farm, Upton: The clerk will contact the NSDC enforcement officer.	
UPC/251/15	Renewal of village map boards: Councillors were delighted with the new image for the map boards and thanked Mrs Veys for her time and support. The desirability of restoring the Perspex fronts in the stands was agreed. The clerk will write a formal letter of thanks. Additional sites for the wider display of the maps were discussed.	Clerk
UPC/252/15	Green spaces and rights of way including 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 confirmed that no issues had been identified on his monthly inspection of the Green and The Collies. Councillors noted REACH's updated plans for the Collies. As regards rights of way, councillors noted reports of horses in a field crossed by a footpath and a bull in the field to the rear of South Farm. Footpath 8 discussed at UPC/243/15 (Reports from councillors).	
UPC/253/15	Playground including a. Review of councillor's monthly playground inspection and maintenance report: Mr Snow confirmed that no issues had been identified on his monthly inspection of the playground and passed his written inspection report to the clerk. b. Annual NSDC inspection report: Mr Snow's review of the condition of the equipment against the paper copy report is underway.	PS
UPC/254/15	Council's land at Carr Lane: No developments. No longer required as an agenda item.	
UPC/255/15	Planning matters: a. Applications: 15/01978/FUL - Application to vary condition 2 attached to planning permission 13/00899/FUL to amend the approved plans for the erection of a pair of Two Bedroom Semi-Detached Bungalows, New Vehicular Access and Pedestrian Access and Ancillary Car Parking - Land At Hockerton Road Upton – Having declared an interest at UPC/238/15 (Declarations of interest), Mr Jordan did not participate in this item. The chair explained that: i. The change in the window line from the original plan had been permitted by NSDC under a no material amendment clause ii. The application related to the installation of solar panels which are a permitted development iii. A resident's complaint had, however, triggered the formal approval process for the panels on which the council was being consulted. Councillors considered the application and unanimously decided that they had no objection.	

	<p>b. Gravel extraction proposals – Flash Farm, Averham: See UPC/243/15 (Reports from councillors).</p> <p>c. Conservation areas – Boundaries: Councillors noted the existing conservation area boundary and the apparent absence of any right for a parish council to trigger a review. The clerk will clarify the nature of the permitted developments within a conservation area and a mature landscape area with NSDC.</p> <p>d. To note NSDC decisions: 15/01490/FUL - South Farm, 70 Main Street, Upton - Agricultural Building for Housing Livestock – Approval noted. Councillors also noted the approval of 15/02011/TWCA – Removal of ash tree at the Old Vicarage, Church Lane received subsequent to distribution of the agenda.</p>	Clerk
UPC/256/15	<p>Service faults: Mr Laughton had been notified that the speed sign at the Southwell end of the village has still not been repaired.</p> <p>The chair reported that the council noticeboard had fallen over in the high winds. Councillors considered how to make the site safe. Mrs Jewitt, Mr Snow and Mrs Pick will attend to its safe removal and check for and safely remove any broken glass. The chair will publish a warning to the public in the Tonic not to disturb the board pending its removal.</p> <p>Mr Jordan gave his apologies and left the meeting at 9.10 pm.</p>	BL CJ/PS/TP Chair
UPC/257/15	<p>Correspondence: Item e – Resident – Request for parish council confirmation as to past use of building in the parish – Councillors decided by a majority of 5:1 that there was no reason in principle not to provide factual confirmation of the historic use of a building in the village and agreed that the clerk should confirm that, as far as the councillors are aware, The Old Post Office has not been used for commercial purposes for more than ten years.</p> <p>All other items of correspondence on the agenda were noted.</p>	Clerk
UPC/258/15	10 minutes public speaking time: The noticeboard was raised.	
UPC/259/15	Agenda items for next meeting: See above	
UPC/260/15	Date of next meeting Wednesday 20 January 2016 at 7.30 pm.	

The meeting closed at 9.20 pm