

Upton Magna Parish Council

Minutes of the Meeting of the Parish Council held on Thursday 10th November 2022 at 7.30pm in the Memorial Hall

22/080 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

Present: Cllrs Phil Roberts (Chair), Jeana Bennion, Andy Brooker, Julieanne Lloyd, Dan Sims.

Apologies: Michael Dawson (accepted), Andy Pillow (accepted).

Clerk: Alison Utting

Also: SC Cllr Lezley Picton

22/081 PUBLIC PARTICIPATION SESSION – None.

22/082 DECLARATIONS OF INTEREST – None.

22/083 MINUTES – It was agreed that the Chairman should sign the minutes of 8th September 2022 as a true and correct record of the meeting, with the following amendment:

22/076 ACTION ON ENERGY CONSERVATION – MD reported that a public meeting has already been set up by a resident. This will take place on 4th October 7.30pm in the Memorial Hall. ~~Cllrs agreed to support and advertise this event.~~ The Council agreed to advertise this event.

22/084 REPORT FROM CLLR. LEZLEY PICTON (SHROPSHIRE COUNCIL) - report to be posted on UMPC website. Cllr Picton asked whether Upton Magna would be willing to be a trial settlement for a 20mph zone within the village and councillors agreed.

22/085 OTHER REPORTS – None.

22/086 PROGRESS REPORT

- a) **Neighbourhood Fund spending (Jubilee)** – Grant application for churchyard footpath lighting not yet received.
- b) **Electricity for street lighting** – Switch to West Mercia Energy went through on 27/09/2022. Final invoice has been received from Npower.

- c) **Parking issues** – Parking by the junction seems to be a bit better, but there has been little improvement by the school. A painted ‘drop off’ area has been added but is only large enough for a couple of vehicles.
- d) **Road edge collapse** (by Keepers Cottage) – This has been repaired.

22/087 MEETING DATES

Council agreed by majority vote to continue with bi-monthly meetings. This is estimated to save the community around £500 per year in clerk’s wages, travel expenses and room hire. Any matters arising between meetings to be communicated to the Clerk and if there is anything that needs a parish council meeting to be resolved, then an additional meeting can easily be called.

Meeting dates for 2023: 12th January*, 9th March, 11th May (annual meeting), 13th July, 14th September, 9th November.

An extra day’s notice will be necessary for the May meeting, to take into account the Coronation Bank Holiday.

**When the vote was taken, the first meeting was wrongly listed as 3rd January. This was an error and has been corrected in the minutes for clarity.*

Cllr Picton left the meeting during discussion on this item.

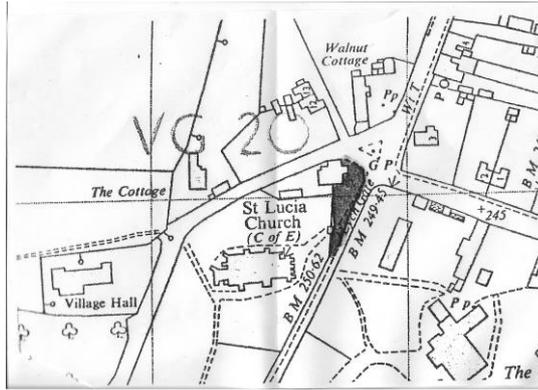
22/088 GENERAL PARISH & HIGHWAY MATTERS

*Please note: Most highway and general repair matters are best reported using **fixmystreet.com**. This will usually get the quickest results.*

- a) PR asked whether the council wishes to consider setting up a **Neighbourhood Watch** or **Rural Watch** scheme (see 22/079) but it was felt that this was unnecessary.
- b) The **metal barrier on Benjay Lane** has still not been repaired. Councillors to report via fixmystreet.com.

22/089 LYCHGATE VILLAGE GREEN

- a) Council has received copies of documents in relation to the ownership of the land marked on this map, to be called ‘Lychgate Village Green’:



The documents show that Upton Magna Parish Council is the legal owner of this land, on behalf of the community.

- b) Tim Ward, Commons Registration Officer at Shropshire Council, has confirmed that Upton Magna Parish Council (as the legal owner) registered this area as Common Land in 1972. It is still registered as such. This means that rights of access and continued public use of this land remain in place. These rights would not be altered if the land changed hands.
- c) Council agreed that Lychgate Village Green and the tree upon it should be added to the parish council's Asset Register and annual inspection schedule.
- d) The parish council's insurers have been informed and the existing policy covers public liability insurance for Lychgate Village Green.
- e) Council noted that the matter of groundskeeping for Lychgate Village Green will need to be addressed.
- f) Council agreed that a letter should be sent to the new owner(s) of Porch House, clarifying the legal position. Council agreed that the new resident(s) may continue to use the land directly outside Porch House as has been the custom for the last 30 years, but that there should be no change of use, nature or appearance of the land.

22/090 POLICY AND PROCEDURE MATTERS

- a) Council agreed to appoint a **Staffing Committee** to deal with employment matters. Members will be MD, JL & DS. Staffing Committee to meet with Clerk for appraisal and employment review with the next few months.
- b) Council voted to adopt the following **policies**:

- Complaints Procedure
- Data Protection Policy
- Digital Communication Policy
- Dignity at Work, Bullying and Harassment policy
- Equality and Diversity Policy
- Freedom of Information
- Grant Awarding Policy
- Grievance and Discipline Policy
- Vexatious Complaints Policy

Any existing policies superseded by the above will be cancelled.

9.30pm Council voted to suspend Standing Order 3w to continue the meeting.

22/091 CIVILITY AND RESPECT

Council agreed to sign the **Civility and Respect Pledge** (NALC/SLCC).

By signing the Pledge, the council is agreeing that councillors, clerks, members of the public, and representatives of partner organisations and volunteers will be treated with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

22/092 PLANNING

a) To note the following **planning applications** that have been received since the last meeting:

22/04317/FUL 2 and 3 Pelham Road, Upton Magna SY4 4UA

Proposal: Addition of external cladding to front, side and rear elevations.

UMPC response: No comment.

22/04088/TCA 5 -6 Upton Magna, SY4 4TZ

Proposal: : Crown reduce by approx. 10-15% 1no Maple, 1no Weeping Pear, 1no Ornamental Cherry & 1no Hazel within Upton Magna Conservation Area.

UMPC response: No comment.

- b) No further **planning applications** were received in advance of this meeting.
- c) The following SC **planning decisions** were published in advance of this meeting:
22/04317/FUL 2 and 3 Pelham Road – Grant Permission.

21/093 FINANCE

a) Payments and receipts

Council noted the following **payments** made in October 2022:

Amount	Details	Power to spend
215.79	Clerk's salary (September)	LGA 1972 s112
77.21	Electricity for streetlighting (Npower final invoice)	Parish Councils Act 1957 s.3 Highways Act 1980, s301

Council agreed to make the following **payments**:

Amount	Details	Legal Power
424.24	Clerk's salary (October) and expenses (inc. backdated pay award)	LGA 1972 s112 LGA (financial provisions) 1963 s5.
144.80	PAYE (months 7 and 8)	LGA 1972 s112
TBC	Electricity for street lighting (27th Sept – 31st Oct)	Parish Councils Act 1957 s.3 Highways Act 1980, s301
22.56	Microsoft365	LGA 1972 s142
40.07	Fuel for mowers (churtyard)	Open Spaces Act 1906, ss 9 and 10
40.00	Room hire July- Sept	LGA 1972, s134 (1-3)
20.00	Training (JL 15th Sept)	LGA 1972 s111
35.00	Data Protection Fee (ICO)	Data Protection Act 2018

Council noted the following **receipts**:

Amount	Details
9.40	Microsoft365 contribution from Hadnall Parish Council

- b) Council received and approved the **accounts** and **bank reconciliation** to date.
- c) Council noted the **NJC pay award** (Clerk's salary).
- d) The **grant application** for footpath lighting was deferred until next meeting.

e) Council received the first draft of the 2023-24 **budget**. Budget to be finalised in January.

22/094 CORRESPONDENCE

The outgoing owner of Porch House sent thanks for flowers and card.

West Mercia Police – The Parish Council was asked to review its three main areas of concern. These are left unchanged at present (speeding, dangerous parking, rural theft) but can be reviewed at any time.

Telford & Wrekin Council – Ercall Magna Parish Neighbourhood Plan – consultation is taking place.

Rural Services Network – Free broadband available for village halls.

Shropshire Council – Tenancy Strategy and Tenancy Policy – consultation is taking place.

The meeting closed at 9.50pm.

Signed: _____ Date: _____

NEXT MEETING – Thursday 12th January 2023, 7.30pm in the Memorial Hall.

Alison Utting – Upton Magna Parish Council
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