

UPTON PARISH COUNCIL

Minutes for Parish Council Meeting held on
Wednesday 21st May 2025 at 6.30pm in the Village Hall

Present: Councillors: Malcolm Yates (MY/Chair), Roger Norman (RN), Alan Robinson (AR) and Malcolm Robertson (MR) arrived 18.55

In Attendance: R Holloway (Clerk)

	DISCUSSION AND DECISIONS
023/25	To receive representation from the public (ten minutes): None
024/25	To receive and accept apologies for absence: Cllr. J. Law-Riding Cllr Hickinbotham
025/25	Declarations of interest: There were no declarations of interest.
026/25	Farewell to LJ as the Clerk and welcome to R Holloway as the new Clerk: On behalf of the parish Council the Chairman wished LJ all the best and good luck in the future and presented her with a parting gift. The Chairman welcomed Rhona as the new Clerk.
027/25	Appointment of the Chair and Vice-Chair: Nominations for the position of Chairman and Vice-Chairman were received and it was unanimously decided that Cllr. Yates to continue as Chairman and Cllr. Norman to continue as Vice-Chairman
028/25	Appointment to committees: to defer to the next meeting.
029/25	To approve the Minutes of the last meeting: The PC accepted the Minutes from the meeting held on 16 th April 2025 as a true record and signed by the Chairman.
030/25	To note Matters Arising: None.
031/25	The receive the Chairman's report: The report to be given at the Annual Parish meeting at 7.30
032/25	Reports from District/County Councillors: Apologies were received from Cllr Roger Jackson and Councillor Melton.
033/25	Green spaces and rights of way incl. monthly review of the burial ground, The Green and The Collies inspection and maintenance report: a.To receive update from CVG: To be reported at the Annual Parish Meeting at 7.30pm b.To receive report on footpaths/dog bins: All footpaths have been checked with Via c.To receive playground update: all in order.
034/25	To action Highways issues: Speeding was discussed, quotes have been received for adding a speed tube to monitor traffic speeds through the Village, to be discussed again at the next meeting
035/25	Village Hall update a. Finance: the bank recon was approved, and the balance is £24658.88 plus reserves was noted and all payments were authorised. b. Maintenance and Caretaking: A message had been received that the Village Hall had been left unlocked with the key still in the key safe. To be checked.

	c. To receive update and action on the VH roof/double glazing: the options reported in the ISS report were discussed in detail, it was determined that the contractor would be asked to design the noggins to act as a permanent fixture to provide the brace needed. The project will start on 5 th July 2025; All hirers had been advised that the hall will be closed whilst work is carried out. RN outlined the quotes received for the addition of double-glazed units to be installed within the current window frames, after discussion it was decided that the quote from Lee Glass and Glazing would be the first choice but would be done after the roof works are completed.
036/25	To receive the Community defibrillators Monthly inspection report: All in good working order.
037/25	Financial Matters: a. To accept the latest financial reconciliation which shows a balance of £20,977.71(including the Village Plan reserve). b. To note payments received and authorise payments: Payments, including the VH, totalled £901.34 were authorised. c. Update on the Unity Bank account: All forms have been submitted and awaiting outcome
038/25	Planning matters: none to note
039/25	To note and action service faults: None
040/25	To receive update on website: KH sent a report to say the website had gone live that day
041/25	Lottery draw for May 2025: £50 – 230, £25 – 117 £10 – 8 £5 – 125
042/25	Correspondence: correspondence was discussed under specific items no action required from the PC.
043/25	Agenda items for next meeting: review of Statutory documents, Agar. Assets register
044/25	Date of next meeting: Wednesday 18 th June 2025 at 6.30 pm followed by the Open Parish Meeting.
045/25	Close: There being no further business, the Chairman closed the meeting at 7.30 pm