

Upton Magna Parish Council

Minutes of the Annual Meeting of the Parish Council held on Friday 21st May 2021 at 7pm in the Memorial Hall.

Prior to the meeting, those Councillors present signed their Declarations of Acceptance of Office.

21/057 ELECTION OF CHAIRMAN

Cllr Phil Roberts was elected Chairman by unanimous vote and signed the Chairman's Acceptance of Office.

21/058 ELECTION OF VICE CHAIRMAN

Cllr Steve Walters was elected Vice Chairman by unanimous vote.

21/059 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

Present: Cllrs Phil Roberts (Chair), Jeana Bennion, Andy Brooker, Michael Dawson, Andy Pillow, Steve Walters.

Apologies: None. (Cllr Mel Board absent, no apologies sent).

Clerk: Alison Utting

Also: SC Cllr Lezley Picton, 1 member of the public (Alan Granger, Sundorne Estate Manager).

21/060 DECLARATIONS OF INTEREST – None.

21/061 MINUTES – It was agreed that the Chairman should sign the minutes of 15th April 2021 as a true and correct record of the meeting.

21/062 CHAIRMAN'S REPORT

Cllr Roberts thanked all involved in ensuring that the Parish Council kept going through the unique challenges of 2020-21. By changing to online meetings, the council had managed to complete all of its regular responsibilities. Using Zoom, it was also possible to interview and appoint our new Clerk/RFO Alison Utting when Karen Smith-Wells decided to retire from her role in March 2021.

The second phase of the work on the church wall was completed with a substantial contribution of funds from the Parish Council. It is hoped that the flooding problems at Leg O'Mutton Road have been sorted following the recent drainage improvements carried out by Sundorne Estate. Funds have been committed to the work on the village hall fence, which will resume shortly. SmartWater kits have been purchased and are ready for distribution shortly.

There is still a considerable amount in the Neighbourhood Fund reserve (£2447 available overall, of which £1809 needs to be spent by end of the current financial year). The Parish Council will seek ideas and suggestions from parishioners on how this should be spent.

Highway safety at Haughton crossroads is still a problem and will remain under review.

Cllr Roberts ended by thanking Cllr Lezley Picton for her support over the last two years and congratulating her on her election as Leader of Shropshire Council.

21/063 REPORT FROM CLLR. PICTON (SHROPSHIRE COUNCIL)

Cllr Picton presented her report (separate document) and took questions and comments from Cllrs.

21/064 PUBLIC PARTICIPATION SESSION – AG reported that the improved drainage at Leg O'Mutton Road seems to be working well.

21/065 PROGRESS REPORT

- a) **Community Asset registration** – proceeding.
- b) **SmartWater** – Clerk to invite 'We Don't Buy Crime' rep to July meeting to run through the registration procedure. Launch event to be planned soon after.
- c) **Office365** – Clerk has purchased package. Training to be done online or with support from Cllr Nigel Clifford of Hadnall Parish Council.
- d) **Haughton crossroads** – Clerk still to contact Forestry Commission re vegetation. General highway safety situation to be kept under review.

21/066 PLANNING

- a) No planning applications were received in advance of this meeting.
- b) Planning decisions: 21/01026/FUL 3 Frank Crosse Drive, Upton Magna. Erection of single storey rear and side extension and internal alterations. Decision: Grant permission.

21/067 GENERAL PARISH & HIGHWAY MATTERS

Councillors and members of the public are reminded that the quickest way to report highway matters (e.g. pot holes, fly tipping, surface water) is online at my.shropshire.gov.uk.

- a) **Local Joint Committee (LJC)** – Cllr Picton reported that this is to be revived. Cllr Phil Roberts was elected UMPC representative by unanimous vote.
- b) **Incidents of road flooding by the grain store** reported by JB. Gullies have recently been cleared. Situation to be kept under review.
- c) **Incidents of road flooding by Downton Cottages** reported by AB. Highways are aware of the issue and plan to clear out the existing drains. AB to monitor the situation.
- d) **Fallen 30mph sign** – This has now been reinstated.

21/068 FINANCE

a) Payments and receipts

Council agreed to make the following **payments** by cheque/BACS:

272.45	Clerk's salary, WFH allowance and expenses (April)
103.60	PAYE contributions
53.74	Electricity for street lighting
60.00	Internal audit fee

The following **receipts** were noted:

161.40	Neighbourhood Fund
5063.00	Precept

- b) The **accounts** and **bank reconciliation** were not available, due to delayed receipt of Lloyds statements.
- c) **Update on change of bank:** The switch from Lloyds to Unity account is happening this week. The above payments to be made by BACS, with all signatories (PR, AP, AB, MD) testing out the dual-authorisation process.
- d) Council agreed to adopt new **Financial Regulations** (dated May 2021) which include the use of online banking.
- e) Council agreed to making **payments by BACS** when suitable. This agreement to be reviewed in May 2023.

21/069 AUDIT

Annual Governance and Accountability Return (AGAR) 2020-21.

- (i) Council received and noted the Internal Auditor's report.
- (ii) The external audit exemption certification was approved and signed by the Chairman and RFO.
- (iii) Council completed and approved the Annual Governance Statement (Section 1) and it was signed by the Chairman and RFO.
- (iv) Council approved the Accounting Statements (Section 2) and it was signed by the Chairman.
- (v) Electors' Rights – It was confirmed that the period for exercise of public rights shall be 14/06/21 – 23/07/21.

21/070 INSURANCE

Council agreed to insure with Came & Co., total annual premium £218.00 (same amount as last year).

21/071 LITTER PICK

Cllr Bennion has organised a team of volunteers and signed up to the Great British Litter Pick 2021 (starting 31st May). Council agreed to purchase equipment up to the value of £350 if needed – JB to check first whether items are available on loan from SC. If purchased, equipment will be stored by the volunteers for ongoing use, register to be kept by JB.

21/072 CORRESPONDENCE

- a) **Hope House** - appeal for funds.
- b) **Connecting Shropshire** – Update. Clerk to unsubscribe from PC updates.
- c) **HS2** – Consultation report published.

21/073 OTHER MATTERS

Neighbourhood Fund projects – Clerk to make poster to put up around the village asking for ideas.

Facebook – to be put on next agenda.

The meeting closed at 8.10pm.

Signed: _____ Date: _____

NEXT MEETING – Thursday 10th June, 7.30pm in the Memorial Hall.

Alison Utting – Upton Magna Parish Council
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