

# Upton Magna Parish Council

---

## **Minutes of the Meeting of the Parish Council held on Thursday 9<sup>th</sup> September 2021 at 7.30pm in the Memorial Hall.**

### **21/098 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE**

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

**Clerk:** Alison Utting

**Also:** PCSO Stuart Roberts, SC Cllr Lezley Picton.

### **21/099 PUBLIC PARTICIPATION SESSION – None.**

### **21/100 REPORTS**

PCSO Roberts reported on behalf of West Mercia Police. He is part of a team of three (one PC, 2 PCSOs) based out of Pontesbury/Monkmoor and covering 19 parishes within a 250 sq mile area. Based on the priorities that have been submitted by all parishes, they will do their best to provide police/PCSO presence. Some areas (e.g. Haughmond Hill) must be patrolled regularly. It is also the case that rural officers may get called to incidents in towns when necessary.

[PCSO Roberts left after this item.]

### **21/101 DECLARATIONS OF INTEREST – None.**

**21/102 MINUTES** – It was agreed that the Chairman should sign the minutes of 15<sup>th</sup> July 2021 as a true and correct record of the meeting.

## 21/103 PROGRESS REPORT

- a) **SmartWater** – Around 30 households collected kits at the Breakfast Morning. SW & AB will also be distributing kits at the Harvest Supper. JB to offer kits to school families and they will also be offered at the next parish council meeting. If not enough take-up by Christmas, door-to-door distribution to be considered in the New Year.
- b) **Assets of Community Value registration** – The Clerk ascertained details for the application from Cllrs. Land owners to be notified when application is submitted.
- c) **Broken streetlight** – It is not yet known who was responsible for the damage. A witness has reported seeing the JCB-type vehicle that crashed into the pole and left live wires across the road. Cllrs agreed that the repair should be undertaken promptly, with dark nights coming soon. SW to organise this.
- d) **UMPC laptop** – MD to investigate cost of repair.
- e) **Vehicle-Activated Sign at Haughton crossroads** – This is now working. SC Highways have cleared the verge as far back as possible. Problems with growth on the verge to be reported ASAP next year.
- f) **Neighbourhood Matters** – The Parish Council has signed up for notifications and alerts from this service, run by West Mercia Police. Individuals can sign up online at [neighbourhoodmatters.co.uk](http://neighbourhoodmatters.co.uk). The more who use it, the more effective it will be. Clerk to share on Facebook.
- g) **Hedge at Glebe House** – Has been cut.
- h) **Planning Tracker** – This has now been installed on the Parish Council website.

## 21/104 REPORT FROM CLLR. PICTON - See separate report.

[Cllr Picton was present for this item only]

## 21/105 GENERAL PARISH & HIGHWAY MATTERS

- a) **Parking by Yew Tree Cottage / school** – MD to contact The Haughmond to ask that their staff use on-site parking.
- b) **Any other issues** – None reported.

*N.B. Residents can report matters at any time using [fixmystreet.com](http://fixmystreet.com)*

## 21/106 PLANNING

- a) No planning applications were received in advance of this meeting.
- b) No planning decisions were published in advance of this meeting.

## 21/107 ADMINISTRATIVE MATTERS

- a) **Co-option** – No applications for co-option to the Parish Council have been received, so there is still a vacancy. If anyone comes forward, this will be put onto the next Parish Council agenda.
- b) Council agreed to adopt the **Publication Scheme** and to pay the annual £35 **data protection fee** by Direct Debit.
- c) Council agreed to set up a **Planning Committee** and agreed its Terms of Reference. The members of the Committee will be Cllrs Steve Walters, Andy Brooker, Michael Dawson and Andy Pillow.
- d) Cllr Phil Roberts was elected as UMPC's **representative to SALC** (Shropshire Association of Local Councils).

## 21/108 CIL MONEY

Council considered the suggestions and requests that had been submitted. They decided to defer any decisions on spending at this time, pending completion of the street light repair which may require significant funds.

## 21/109 FINANCE

### a) **Payments and receipts**

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

<b>Amount</b>	<b>Details</b>	<b>Legal Power</b>
207.90	Clerk's salary (August)	LGA 1972 s112
31.00	Clerk's refundable expenses	LGA (financial provisions) 1963 s5.
52.00	PAYE (month 6)	LGA 1972 s112
54.62	Electricity for street lighting (July, August)	Parish Councils Act 1957 s.3 Highways Act 1980, s301
22.56	Microsoft365	LGA 1972 s142
32.23	Petrol for mower	LGA 1972, s214(6)
61.07	Website domain registration	LGA 1972 s142
30.00	Hire of Memorial Hall for meetings	Local Government Act 1972, schedule 12 p8 (1)

Council noted the following **receipts**:

<b>Amount</b>	<b>Details</b>	<b>Date received</b>
9.40	Microsoft365 contribution from Hadnall Parish Council	13/07/2021

- b) Council received and approved the **accounts** and **bank reconciliation**.
- c) Council agreed that the **Clerk's basic salary shall be paid monthly by Standing Order**, on 15<sup>th</sup> of the month, with any additional overtime or expenses to be submitted at Council meetings.

## **21/110 CORRESPONDENCE**

- a) **Shropshire Council:** 'WARP It' scheme (Waste Action Re-use Portal) for recycling stationery, office furniture, etc. is available if we have need to use it.
- b) **Shropshire Council:** Closure of Bridgnorth and Hodnet Highways depots, due to reorganisation.
- c) **West Mercia Police:** August newsletter (forwarded to Cllrs) and 'Safer West Mercia' plan.
- d) **SALC:** Training available - A Practical Guide to Complying with GDPR - Data Protection Act 2018 - 15th September 2021, 10.30am - 1pm on Zoom. £30 per delegate.

## **21/111 OTHER MATTERS**

SW to report at next meeting about progress on replacing the fence at the Memorial Hall.

The meeting closed at 9.45pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NEXT MEETING – Thursday 11<sup>th</sup> November, 7.30pm in the Memorial Hall.**

Alison Utting – Upton Magna Parish Council  
1 Cherry Drive, Ellesmere SY12 9PF  
clerk@uptonmagna.com 01691 622093  
www.uptonmagna.com