

## UPTON PARISH COUNCIL

Minutes for Parish Council Meeting held on  
Wednesday 16<sup>th</sup> July 2025 at 7.30pm in the Village Hall

**Present:** Councillors: Malcolm Yates (MY/Chair), Roger Norman (RN), Alan Robinson (AR) Johanna Law-Riding (JL) Kim Hickinbotham (KH)

**In Attendance:** R Holloway (Clerk)

	DISCUSSION AND DECISIONS
070/25	<b>To receive representation from the public (ten minutes):</b> Michael Trueman from the Collies Volunteer Group provided an update on their recent activities, noting that as the ground was very dry there had not been much grass mowing done, however some of the longer grass along the south fence and pathways had been cut back, the knapweed had finished flowering so that had been cut back to allow better visual of the raised bed. Group sessions had been set up to tend the garden, weeding and trimming of hedges. The 'lingering look behind' had been digitised and will be sent out to the PC to go on the website as agreed. A question was asked if it could be done as a flipbook and KH said she would ask Hugo Fox if that was possible.
071/25	<b>To receive and accept apologies for absence:</b> Cllr. Robertson
072/25	<b>Declarations of interest:</b> There were no declarations of interest.
073/25	<b>To approve the Minutes of the last meeting:</b> The PC accepted the Minutes from the meeting held on 18 <sup>th</sup> June 2025 as a true record and were then signed off by the Chairman.
074/25	<b>To note Matters Arising:</b> None.
075/25	<b>To receive the Chairman's report:</b> The Chair highlighted how well the recent fete had gone, it was well attended, and everyone seemed to have a great time. He outlined that following work done by the Tonic many residents were happy to have an electronic copy going forward, it was agreed that some copies would still be printed and left in the Pub, Church and the Village Hall, a request was made to get costs for printing 30 copies for discussion at the next meeting. It was highlighted again how important it was that Annie continued to edit the copy going forward
076/25	<b>Reports from District/County Councillors:</b> Councillor Melton advised the Parish Council of the outcome of his interventions over Home Farm, NSDC had agreed to get work done within the grounds to make it tidy and would again seek to recover the cost of this through a legal route. He also advised that NSDC would be holding a meeting with Parish Councils in the Trent Ward to talk about Neighbourhood Plans, it was confirmed that two places had been reserved for Upton PC, The Chairman said he would like to attend, harvesting schedule permitting, and RN said he would like to attend too. Councillor Jackson arrived at 19.49. He outlined that Carr Lane had been reported, and he would chase this again for an update. He mentioned that the new Leadership at NCC had decided that they would give all Chair and Vice-Chair positions on committees to their own Reform Councillors, Opposition Councillors felt that was unfortunate as usually those positions go to Opposition members for reasons of openness and transparency. A decision had been made by Reform that Councillors would continue to use County Hall as the main base despite the rising costs of its maintenance.
077/25	<b>To Receive updates on the following:</b>

	<ul style="list-style-type: none"> <li>a. <b>CVG:</b> As mentioned at minute no 070/25 Collies volunteers were continuing to work through their management plan, and it was agreed by all that the raised bed and pathways were looking very attractive.</li> <li>b. <b>To receive report on footpaths/dog bins:</b> No new update on the pathways, the dog bins had been emptied</li> <li>c. <b>To receive playground update:</b> The playground was all OK, the grass had been cut and some of the pieces of equipment had been cleaned down again. KH noted that there was some graffiti on the underside of some equipment that would need removing. It was agreed that a regular report on the playpark would be put on the website.</li> </ul>
078/25	<b>To receive and action Highways issues:</b> RN Noted that there seemed to be an issue with a manhole at the top of the road and that it was pumping out sewage, it had been reported to Severn Trent who had been out 3 times to assess the issue. RN has been provided with an incident number and would monitor this and report back at the next meeting. A report of a fallen tree on Mill Lane was received as it had cut off access to and from some properties but was removed within an hour.
079/25	<p><b>To note the Village Hall update:</b></p> <ul style="list-style-type: none"> <li>a. <b>Finance:</b> The reconciliation was agreed, The Chairman advised that the Clerk would take over the running of the Yu-energy account and try and seek some reduction in the charges being levied, she would also look to change suppliers as soon as possible. It was agreed by all that the Clerk would be allocated a budget of £150.00 to cover any bills that needed paying in between meetings, this would first require discussion with the Chairman for each payment made.</li> <li>b. <b>Maintenance and caretaking:</b> It was noted that the light bulbs needed replacing but would be done once the work on the roof was complete.</li> <li>c. <b>To receive an update on the VH roof:</b> The final paperwork had been received from the Structural Engineer and work was scheduled to start on 25<sup>th</sup> August. The Contractor had suggested a six-week time frame was required, RN to query this and get this reduced if possible as it had an impact on the Harvest Festival and the Glass Courses. It was confirmed that phase 1 and 2 would be done now and then phase 3 considered at a later date when further grant funding became available.</li> </ul>
080/25	<b>To receive the Community defibrillators Monthly inspection</b> All OK
081/25	<p><b>Financial Matters:</b></p> <ul style="list-style-type: none"> <li>a. The Bank reconciliation was agreed</li> <li>b. To note payments received and authorise payments: Payments, including the VH, totalled £1672.05 were authorised.</li> </ul> <p>The Chairman proposed and it was seconded and all agreed that the Clerk have a budget of £200.00 to cover items/bills for payment, this would require authorisation from the Chairman for each payment.</p> <p>The Clerk mentioned that she would submitting a VAT 126 claim form during August as it was some time since it was last done</p>
082/25	<b>Planning matters:</b> 25/01008/TWCA The Tree works at Andrean House were noted.

<b>083/25</b>	<b>To note and action service faults:</b> The Sewer works as noted in minute no.078/25
<b>084/25</b>	<b>To receive update on website:</b> The Website was now live and well populated with information about the village, work was ongoing to put as much detail and information as possible for residents. Booking for the Village Hall was discussed and the calendar that was hosted on the Hugo Fox website would be considered as a means for residents to book the hall.
<b>085/25</b>	<b>To Consider a bio-diversity policy under the 2021 Environment Act:</b> The Chairman suggested that this be deferred to the September meeting for further consideration
<b>086/25</b>	<p><b>Lottery draw for July 2025:</b>          1.£50.00 = no.131 2. £25.00= no.013, 3. £10.00= no.022, 4. £5.00=no. 217</p> <p><b>Lottery Draw for August 2025:</b>          1.£50.00=no.003 2. £25.00=no.036 3. £10.00=no.167 £5.00=no.151</p>
<b>087/25</b>	<b>Correspondence:</b> The Chairman outlined correspondence from DJ Hall Funeral Directors requesting details of the Parish Councils burial policy and costs, The Chairman confirmed he had passed the information on to the Clerk to let the Funeral Directors know the details.
<b>088/25</b>	<b>Agenda items for next meeting:</b> 1. The Burial Policy and costs. 2. Budget figures and reserves
<b>089/25</b>	<b>Date of next meeting:</b> Wednesday 17 <sup>th</sup> September at 7.30 pm venue to be confirmed.
<b>090/25</b>	<b>Close:</b> There being no further business, the Chairman closed the meeting at 20.40