

UPTON PARISH COUNCIL

Minutes for Parish Council Meeting held on
Wednesday 16th April 2025 at 7.30pm in the Village Hall

Present: Councillors: Malcolm Yates (MY/Chair), Roger Norman (RN), Kim Hickingbotham (KH), Johanna Law-Riding (JLR), Malcolm Robertson (MR) and Alan Robinson (AR).

In Attendance: LJ Campbell (Clerk), Cllr Keith Melton (*left at 20h00*) and one member of public.

	DISCUSSION AND DECISIONS
001/25	To receive representation from the public (ten minutes): M. Truman gave an update on the CVG (<i>left at 19h36</i>).
002/25	To receive and accept apologies for absence: Cllr Malcolm Robertson informed the PC that he would be late (<i>arrived at 19h43</i>).
003/25	Declarations of interest: There were no declarations of interest.
004/25	To Co-opt new Councillor: The PC voted to co-opt Alan Robinson as a Parish Councillor.
005/25	To approve the Minutes of the last meeting: The PC accepted the Minutes from the meeting held on 19 th March 2025 as a true record and signed by the Chairman.
006/25	To note Matters Arising: None.
007/25	The receive the Chairman's report: MY gave an overview of the village lottery, all other items were covered under the Agenda.
008/25	Reports from District/County Councillors: Apologies were received from Cllr Roger Jackson.
009/25	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: the composting is going well, and the planting is in progress. The raised beds have been completed and the area has been tidied. RN will arrange the materials for the new path. The green and burial ground has been cut by NSDC. b. To receive report on footpaths/dog bins: the dog bins have been emptied regularly. A new litter bin has been installed at the layby. c. To receive playground update: all in order.
010/25	To action Highways issues: Speeding was discussed, NSDC has put up signs throughout the village. Going out of the village towards Southwell, on the S-bend, the hedge and trees have overgrown over the road – Clerk to report to Highways.
011/25	Village Hall update a. Finance: the bank recon was approved and the balance is £24342.05 plus reserves was noted and all payments were authorised. b. Maintenance and Caretaking: several bulbs need replacing – MY will action. c. To receive update and action on the VH roof/double glazing: RN received 3 quotes from the tender and the PC agreed to go with WPSS. The project will start on 27 th May or 9 th June 2025; MY/JLR will

	inform all hirers that the hall will not be available for 8 weeks from the start date. AR will investigate the possibility of double glazing for the VH windows.
012/25	To receive the Community defibrillators Monthly inspection report: All in good working order.
013/25	<p>Financial Matters:</p> <ul style="list-style-type: none"> a. To accept the latest financial reconciliation which shows a balance of £17493.83 (including the Village Plan reserve). b. To note payments received and authorise payments: Payments, including the VH, totalled £379.40 were authorised. c. It was agreed to open a Unity Trust Account for both the Parish Council and the Village Hall and all Cllrs and the new Clerk would be signatories.
014/25	<p>Planning matters:</p> <ul style="list-style-type: none"> a. Applications (to consider): 25/00481/S73 Southwell Racecourse, variation of condition – Noted; MY & RN will send in comments on behalf of the PC. b. Decisions (to note): none c. Great North Road Solar Farm update – ongoing. d. Staythorpe Power Station consultation Carbon Capture project – nothing new to report.
015/25	VH Day grant – it was agreed to buy a flag pole and flag
016/25	To note and action service faults: None
017/25	To receive update on website: KH reported that the website has been populated; there are a few amendments to be made before it goes live.
018/25	Lottery draw for April 2025: £50 – 15, £25 – 13, £10 – 21, £5 – 172. Clerk to check when the Lottery licence needs renewing.
019/25	Correspondence: correspondence was discussed under specific items no action required from the PC.
020/25	Agenda items for next meeting: Election of Chairman, vice-Chair and appoint roles, introduction of new Clerk, Open Parish Meeting, Statutory documents.
021/25	Date of next meeting: Wednesday 21 st May 2025 at 6.30 pm followed by the Open Parish Meeting.
022/25	<p>Exclusion of Public (Confidential items): <i>In accordance with Public Bodies (admission to meetings) Act 1960 section 1(2) the Council exclude the public and press from the meeting by reason of the confidential nature of the business to be transacted.</i></p> <p>Clerk Recruitment: It was agreed to Rhona Holloway as the new Clerk as from 1st May 2025.</p>
023/25	Close: There being no further business, the Chairman closed the meeting at 20h54.