

UPTON PARISH COUNCIL

Minutes for Parish Council Meeting held on

Wednesday 24th June 2026 at 7.30pm at the Village Hall, Upton.

Present: Councillors: Malcolm Yates (MY/Chair), Roger Norman (RN) Sarah Quick (SQ)

In Attendance: R Holloway (Clerk) and 1 member of the public.

	DISCUSSION AND DECISIONS
47/26	To receive representation from the public (10 minutes): <i>Michael outlined the work done on the Collies Garden since the last meeting and provided pictures of the planting carried out in the raised bed, which all agreed looked lovely. The central area and paths have been mown, extra plants put into the raised bed including sunflowers, rudbeckia, zinnia etc. the Parish council will refund costs of compost etc, the plants have been raised from seed. Russell Critchley from Deadwood is offering a hedge laying workshop in the Autumn and further details will be circulated closer to the time.</i>
48/26	To receive and accept apologies for absence: <i>Cllr. Hickinbotham, Cllr Robinson, Cllr. Jackson</i>
49/26	Declarations of interest: <i>none</i>
50/26	Election of the Vice Chairman: <i>Councillor Roger Norman was nominated as Vice-Chairman; this was moved and approved.</i>
51/26	Signing of the Declaration of acceptance of Office: <i>To be forwarded on for signing</i>
52/26	To approve the Minutes of the last meeting: <i>The PC noted that there was an error in the minutes item 33/26 (b) which should say that the query relates to the lack of a path leading to the footpath on Micklebarrow Hill. This was noted by all, and the minutes were duly signed off by the Chairman with that amendment.</i>
53/26	To note Matters Arising: <i>none</i>
54/26	To receive the Chairman's report: <i>MY updated Cllrs. on the 'warm hub' and mentioned that there was a new funding stream through NCC for small revenue grants, this would be ideal to fund the warm Hub and the Cllrs moved and approved the Clerk to submit an application asap.</i>
55/26	Reports from District/County Councillors: <i>Cllr. Melton outlined new discussions that were taking place around 'Cold Hubs' this was following the current spell of very hot weather. He outlined the discussions at NSDC around Neighbourhood Plans and the lack of funding which made it difficult for smaller Parishes to create one. He is pushing for further funding to be made available and would update us when he knew more.</i>
56/26	To appoint to Committees: <i>This was discussed and allocated as follows MY- Burial Ground, Village Hall, Defibs, lottery RN-Footpaths, dog bins and highways KH- Website, Playground SQ-Village Hall</i>
57/26	To Receive updates on the Green Spaces/burial ground, and rights of way. a. CVG: <i>As above</i>

	b. To receive report on footpaths/dog bins: RN said he would organise getting the new pathway on the Collies garden done asap, dog bins were all OK c. To receive Playground update: All Ok d. To receive an update on the footpath from Church Walk to the Churchyard: MY outlined the choices over the type of materials to be used, it was agreed that Breedon gravel would offer the best option in terms of suitability, longevity and cost. Funds are still needed to enable this work to progress and that was being actively explored. e. To note any items for the Lengthsman scheme: Items to note, the footpaths had been cut back around the village, verges and gulleys cleaned
58/26	To note the Village Hall update: a. Finance: The Bank reconciliation to 31st May 2026 for the Village Hall was presented and signed off by the Chairman b. Maintenance and caretaking: It had been spotted that the lightbulb in the gent's toilet was not working and MY had contacted the electrician to look at it. c. To receive an update on the Village Hall refurbishments: MY still looking at items still to finish, curtains/blinds, redecorating and new radiator.
59/26	Financial Matters: a. To accept the latest financial reconciliation as of 31st May 2026: The Parish Council Bank reconciliation was agreed and signed off by the Chairman b. To note payments received and authorise invoices for payment: The payments received were noted and invoices for payment were signed off by two Councillors c. To note and sign off the AGAR reports and documents: The documents were sent to all Councillors in advance, they were signed off by the Chairman and the Clerk in the order as laid down by the external Auditors PKF Littlejohn. The Notice of the period for the exercise of public rights form would be added to the PC noticeboard and the website as required.
60/26	Planning matters: a) 26/00747/FUL Change of use to existing Industrial Building: After discussions Councillors agreed that the Clerk submit a "No objection" response to this application
61/26	To receive highways update: None
62/26	To receive the community defibrillators monthly report: All OK
63/26	To Formally extend the PL cover for the fete and to accept the updated risk assessment: The Clerk highlighted that the insurance cover for PL ,employee cover and risk assessment provided by the Sherwood Archers was acceptable and that the Clerk would write to the Fete organisers confirming receipt and noting that the Parish Councils Insurance cover would not apply to the Sherwood Archers event as it was covered by their own insurance.
64/26	To note and action service faults: none
65/26	Lottery draw for June 2026: June: £50.00 – no 97, £25.00 -no 179 £10.00-no 11 £5.00-no 234
66/26	Correspondence: All correspondence circulated electronically. a) Agenda for the NSDC Parish Council Conference on 10th October at Kelham Hall: Noted

	b) Register of members interest- NSDC reminder to check and update if needed: <i>Noted</i> c) Notification from NSDC around a change to legislation around public records - Clerk to update: <i>Clerk confirmed that due to a change in legislation, Cllrs. Home addresses would be automatically removed from the Register of Interests held at NSDC and shown on their website.</i>
67/26	Agenda items for next meeting: <i>none</i>
68/26	Any other business: a) <i>Delegated Authority to be given to Cllrs. Yates, Norman and Quick to authorise payments during July and August, a payment schedule and Bank reconciliation would be circulated by the Clerk in advance as usual. moved and agreed</i> b) <i>RN outlined a possible planning issue, Clerk to check details and contact the Planning team at NSDC</i>
69/26	Date of next meeting: <i>Due to a double booking at the Village Hall the date for the next parish Council meeting would need to be rearranged, after discussion it was agreed that as it was difficult to get everyone together on another date there would be no meeting in July unless an urgent planning application came in for decision.</i> <i>Therefore, the next meeting of the Parish Council would be on Wednesday 16th September 2026.</i> <i>Clerk to advise Parish/District/County Councillors of the next meeting date.</i>
70/26	Close: <i>There being no further business, the Chairman closed the meeting at 20.25</i>

Signed

Chairman

Date.....