

Upton Magna Parish Council

Minutes of the Annual Meeting of the Parish Council held on Thursday 11th May 2023 at 7.30pm in the Memorial Hall

23/026 ELECTION OF CHAIRMAN

Cllr Phil Roberts was elected as Chairman (Prop: JB, sec: JL, unanimous)

23/027 ELECTION OF VICE CHAIRMAN

Cllr Andy Brooker was elected as Vice Chairman (Prop: MD, sec: JL, unanimous)

23/028 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

Present: Cllrs Phil Roberts (Chair), Jeana Bennion, Andy Brooker, Michael Dawson, Julieanne Lloyd, Andy Pillow, Dan Sims.

Apologies: None.

Clerk: Alison Utting

Also: SC Cllr Lezley Picton. Huw Williams (Sundorne Estate Manager). 4 members of the public (3 of whom left after item 23/033).

23/029 PUBLIC PARTICIPATION SESSION – None.

23/030 DECLARATIONS OF INTEREST – None.

23/031 MINUTES – It was agreed that the Chairman should sign the minutes of 9th March 2023 as a true and correct record of the meeting.

23/032 CHAIRMAN'S REPORT – This had been read during the preceding Annual Community Meeting and is available as a separate document.

23/033 ELECTION OF OFFICERS

Council unanimously resolved to appoint the following:

- a) **Planning Committee** – Cllrs Jeana Bennion, Andy Brooker, Michael Dawson, Andy Pillow. Plus the Chairman (*ex officio*).
- b) **Staffing Committee** – Cllrs Michael Dawson, Julianne Lloyd, Dan Sims. Plus the Chairman (*ex officio*).
- c) **SALC representative** – Cllr Phil Roberts.
- d) **Footpaths Officer** – Cllr Michael Dawson.
- e) **Internal checker (finance)** – Cllr Michael Dawson.

23/034 MEETINGS 2023-24

Council voted to return to meeting once a month (except August). (Prop: PR, sec: AP, 5 in favour, 2 against). Since several councillors and the clerk declared apologies in advance for 8th June, it was decided to commence monthly meetings from July. (Prop: AB, sec: MD, unanimous).

The following meeting dates were therefore agreed for the forthcoming year:

13th July; 14th Sept; 12th Oct; 9th Nov; 14th Dec; 11th Jan; 8th Feb; 14th Mar.

23/035 REPORT FROM CLLR. LEZLEY PICTON (SHROPSHIRE COUNCIL)

Cllr Picton presented her annual report (available as a separate document) as this had unfortunately been missed during the Annual Community Meeting.

23/036 OTHER REPORTS

- a) **St Lucia's School** – A new headteacher has recently been appointed.
- b) **Footpaths** – MD and HW reported that all Rights of Way are currently in pretty good order and that there are no particular issues at present. The Estate has applied for a formal diversion of the RoW at Hunkington, which has been confirmed. HW reported that the Estate is concentrating on managing public access locally (esp. Haughmond) and asked that all walkers please stick to proper rights of way.
- c) The **Memorial Hall** and **St Lucia's Church** had submitted reports during the preceding Annual Community Meeting (available as separate documents).

23/037 PROGRESS REPORT

- a) **Village Hall fence** – The Mem Hall Committee has reported that this is to be completed soon.
- b) **Surface drainage by the Business Park** – Grips had been cleared by DS but are now blocked again, probably by tractors/lorries mounting the verge.
- c) **Vehicle barrier repair** at Benjay Lane has now been completed.

23/038 GENERAL PARISH & HIGHWAY MATTERS

*Please note: Most highway and general repair matters are best reported using **fixmystreet.com**. This will usually get the quickest results.*

JB reported a loose kerbstone by Yew Tree Cottage which has become a trip hazard. This has been reported on fixmystreet.com.

23/039 PROPOSED ELECTORAL DIVISIONS

Council has received the draft proposals from the Local Government Boundary Commission. There are no proposed changes affecting Upton Magna.

23/040 PLANNING

a) **23/01508/FUL 1 Haughmond Houses**, Somerwood, Uffington (resubmission).

Proposal: Erection of a two-storey extension to rear with internal alterations. Council agreed to support this application.

b) No further **planning applications** were received in advance of this meeting.

c) No SC **planning decisions** were published in advance of this meeting.

23/041 FINANCE

a) **Payments and receipts**

Council noted the following **payments** made in April 2023:

Amount	Details	Power to spend
215.79	Clerk's salary (March)	LGA 1972 s112
29.42	Electricity for street lighting (Dec)	Parish Councils Act 1957 s.3 Highways Act 1980, s301

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

Amount	Details	Legal Power
375.37	Clerk's salary and expenses	LGA 1972 s112 and LGA (financial provisions) 1963 s5.
117.00	PAYE (months 1 and 2)	LGA 1972 s112
22.56	Microsoft365	LGA 1972 s142
294.00	Grass cutting (2022)	Open Spaces Act 1906, ss 9 and 10
20.00	Room hire (appraisal)	LGA 1972, s134 (1-3)
33.27	Fuel for mowers	Open Spaces Act 1906, ss 9 and 10

241.00	Parish Council insurance policy	Employers' Liability Act 1969. LGA 1972 s111
70.00	Internal audit fee	Audit and Accounts Regulation 2015
	Electricity for street lighting	Parish Councils Act 1957 s.3 Highways Act 1980, s301

Council noted the following **receipts**:

Amount	Details
5268.00	Precept – Shropshire Council
9.40	Microsoft365 contribution from Hadnall Parish Council (Apr, May)

- b) Council received and approved the **accounts and bank reconciliation** (end of year 2022-23).
- c) Council considered two quotes for **insurance** and voted to remain with Zurich (£241.00).
- d) Council reviewed and approved the following **regular payments** and **subscriptions**:

Direct Debits/Standing Orders:

West Mercia Energy – variable payments, but seems to be balancing out at around £32 per month average.

Clerk's salary.

ICO (Data Protection Fee) - Payment annually in November £35.

Bank charges (Unity Trust) - £18/quarter

Subscriptions:

SALC/NALC - Based on number of electors in parish. Fee for 2022-23 was £115.74.

Parish magazine advert - £65 per year.

22/042 AUDIT

Annual Governance and Accountability Return (AGAR) 2022-23:

- (i) Council received and noted the Internal Auditor's report. The Clerk pointed out that the objection raised by the IA regarding the Risk Assessment was not valid as the document in question was clearly available on the UMPC website. This was pointed out to the IA but she

would not delete the objection. It was also noted that the charge for the audit had been increased by £10, without prior notification.

- (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 05/06/2023 until 14/07/2023.

23/043 ASSET REGISTER

Council approved the 2023 Asset Register and appointed AB to carry out the inspection of assets.

23/044 ASSET OF COMMUNITY VALUE

Council resolved to register the Memorial Hall and the land upon which it stands as an Asset of Community Value (Prop: AB, sec: DS, unanimous).

23/045 REVIEW OF POLICIES

Council reviewed the following existing policies of the parish council (as published on the website):

Code of Conduct. Standing Orders. Financial Regulations. Planning Committee Terms of Reference. Publication Scheme. Complaints policy. Data protection policy. Digital communication policy. Dignity at work, bullying and harassment policy. Equality and diversity policy. Freedom of Information policy. Grant awarding policy. Grievance and discipline policy. Vexatious complaints policy. Health and Safety policy.

Council noted that the following policies need to be created: Staffing Committee Terms of Reference. Risk Management policy. Also that the Standing Orders will shortly be under review.

23/046 CORRESPONDENCE

NALC – The Good Councillor's Guide to Employment (2023 edition) has been published (emailed to Cllrs).

Tesco – Community Grant welcomes applications.

SALC – Shrewsbury Area Committee next meeting 15th June.

SC Rights of Way – Bridleway 29 (part), application to divert. Bridleway 20 (part) & Footpath 19 (part), Public Path Diversion Order 2023.

Highways -

B4380 Emstrey Bank to Atcham, 22nd May - 21st June, Mon to Sat 09:30 till 16:00 (excluding Bank Holidays), resurfacing.

Upton Forge Road, 25th May - 14th June, Mon to Sat 08:00 till 17:00 (excluding Bank Holidays). Resurfacing. Stop/Go traffic management, some road incursion.

End of Church Road to B4380 junction, Uffington, 16th July 2023 (one day only) Road Closure - Severn Trent Water, remedial works to rectify defect in carriageway.

SC – School Streets. SC to get new powers to enforce parking restrictions.

23/047 and 23/048

These items were deferred to a future meeting, as the Staffing Committee had not yet convened.

The meeting closed at 9.10pm.

Signed: _____ Date: _____

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