

UPTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Held on the 6th May 2025

Present: Cllrs. D Spittlehouse. M McDaniel. K Smith. G Waring J Elvidge

Also Present: 11 Members of the public.

In Attendance:

Liz Holman. Clerk.

Absent: Cllr Fotheringham

The Parish Council meeting commenced at 7.15pm

30/25 To elect a Chairman for the ensuing year:

The current Chairman Cllr Spittlehouse occupied the Chair for nominations for the appointment of Chairman for the ensuing year.

Cllr Elvidge proposed that Cllr Spittlehouse be elected Chairman. Cllr Waring seconded the proposal.

It was therefore **Resolved:** That Cllr Spittlehouse is elected Chairman for the ensuing year and signed the Acceptance of office of Chairman.

31/25 To elect a Vice Chairman for the ensuing year:

Cllr Fotheringham by proxy vote proposed Cllr Smith and was seconded by Cllr Elvidge. Cllr Smith accepted the proposal and signed the Acceptance of office of Vice Chairman.

Resolved.

Matters Raised in the Public Forum.

A member of the public noted that Audrey's bench on the green was covered in Lychen and could welcome a clean. It was agreed that the clerk to ask the contractor who does the bus shelters if he could include this.

Dog fouling still persists. It was suggested that any evidence of the perpetrators to be sent to the clerk and will be reported to the enforcement officers.

There is a lot of chip shop rubbish spilling out of the litter bins which is being collected until Monday. Cllr Spittlehouse to have a word with the owner to see if it's possible for her to have another bin outside her premises.

It was also mentioned about the parking of cars on both days. Parking near the junction and facing in the opposite direction with the engine running and lights on.

Road surface down Padmoor Lane getting very rough again. Clerk to report.

A resident asked if it would be possible to have a beware deer sign down Long Lane, as she has witnessed deers crossing on several occasions. Clerk to enquire with highways.

32/25 To receive and resolve any apologies of absence:

Apologies had been received and accepted from Cllr Fotheringham and Cllr Bailey.

33/25 Minutes of the meeting held on the 11th March 2025:

It was proposed by Cllr Smith and seconded by Cllr McDaniel, that the official minutes of meeting held 12th March 2024 are approved as correct records and signed by the Chairman. **Resolved.**

34/25 To receive declarations of interest under the Localism Act 2011:

No declarations of interest were declared.

35/25 Update on several issues from Cllr Butroid:

Unfortunately Cllr Butroid did not attend the meeting and the Clerk had received no updates by email. Cllr Butroid is no longer County Councillor after the results of the election on the 1st May.

36/25 Village Sign Update:

The Clerk and Cllr Spittlehouse had previously looked at Stow's sign, taken pics and measurements. These were passed around the Councillors. It was agreed that it was a good size and build and one similar would be good.

Vanessa from Morris signs had said she would attend one of our meetings to discuss designs etc. Clerk to arrange possibly for the next meeting.

37/25 New Email addresses:

To comply with the Governance and Audit all members of the Parish Council need to have a .gov.uk or .org.com. email address.

The Clerk has set up accounts for everyone with Cloud next and it was agreed to start using them after the meeting. The Clerk will send test emails out to all recipients to make sure everyone is receiving them. **Resolved.**

38/25 To approve the Clerks salary and expenses for period March/April 2025.

The Clerks salary for period March/April was proposed for approval by Cllr Smith and seconded by Cllr McDaniel. **Resolved.**

39/25 Payments made since 12th March 2025:

Proposed by Cllr Waring and seconded by Cllr Elvidge. **Resolved.**

40/25 To agree final accounts 2023/2024.

Accepted and resolved.

41/25 To sign the Declaration of Exemption Certificate:

Signed by Chairman and countersigned by E Holman Responsible Financial Officer. **Resolved.**

42/25 To approve the Annual Return and Governance Statement for the Financial Year 2024/2025

The audit figures and annual return statement had been issued to all Councillors prior to the meeting.

That: The Chairman and the RFO sign the 2024/2025 annual return.

Having resolved that all annual governance statements were agreed, the Chairman and the Clerk signed the 2024/2025 Annual Governance Statement.

43/25 To appoint an internal auditor for the year 2025/2026

All Councillors unanimous in continuing with the same auditor if she is agreeable.

Resolved.

44/25 To discuss the asset register and any maintenance required and to agree a figure for insurance:

All in agreement to accept the figure for the insurance. **Resolved.**

45/25 To receive and accept the latest insurance quote from Zurich:

All in agreement to accept the insurance quote for 2025/2026. **Resolved.**

46/25 To receive and accept any grants applied for:

The Clerk had received in writing a formal application for a grant from the Playing Field treasurer. It was agreed to grant the sum of £750 which was allocated for in the precept.

Resolved.

47/25 GDPR compliance update:

All Councillors completed a General Data Protection compliance form. Cllr Fotheringham to sign at the next meeting. **Resolved.**

48/25 To review and accept Upton Parish Council's standing orders:

No amendments or changes to be made. **Resolved.**

49/25 Planning applications for consideration:

WL/202500235 High St. No observation/comments/objections.

WL/2025/00337 Longleys. Padmoor Lane. No observations/comments/objections.

50/25 Village Hall report:

Cllr Fotheringham attended the meeting on the 17th march 2025.

5 members attended plus myself.

5 regular bookings every week

Bingo attendances down, could close.

Accounts: £847 Current. £6776 Savings.

The extra work for the kitchen cost £13.000

Some ceiling bulbs need replacing (24 in total)

Date of next meeting is the 12th May. Cllr McDaniel to attend.

The Chairman closed the meeting at 8.35pm

Signed.....Date.....

The date of next meeting is the 8th July 2025

