

**UPTON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**Held on the 18<sup>th</sup> May 2023**

**Present:** Cllrs. D Spittlehouse. P Rushton. M McDaniel. K Smith. P Fotheringham. S Barrow. J Elvidge

**Also Present:** 2 Members of the public.

**Absent:** None

**Matters Raised in the Public Forum.**

A concern was brought up regarding a large tree in the lane behind Hawksland Close. A large branch is part broken and over hanging the lane and also the amount of Ivy growing up the tree may kill the tree over time. Cllr. J Elvidge agreed to cut down the ivy and sort out the branch.

Dog fouling is getting bad once again with many residents having to pick up after those that don't.

One resident still repeatedly parking on the green ignoring the No Parking signs.

The Parish Council meeting commenced at 7.10 pm

**28/23 To receive Declarations of Acceptance of Councillor and Acceptance of the Code of Conduct:**

All Councillors signed and dated both forms. Clerk to submit to West Lindsey. **Action required.**

**29/23 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 Rushton proposed that Cllr Spittlehouse be elected Chairman. Cllr Barrow 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.

**30/23 To elect a Vice Chairman for the ensuing year:**

Cllr Rushton proposed Cllr Smith and was seconded by Cllr Fotheringham. Cllr Smith accepted the proposal and signed the Acceptance of office of Vice Chairman. **Resolved.**

**31/23 To receive register of members interest:**

All Councillors signed Form B for the unchanged circumstances for existing members re-elected. Clerk to submit to West Lindsey. **Action required.**

**32/23 To receive and accept apologies by the Clerk:**

Apology from Cllr E Bailey.

**33/23 To receive declarations of interest under the Localism Act 2011:**

None.

**34/23 Minutes of the meeting held on the 7<sup>th</sup> March 2023:**

It was proposed by Cllr Smith and seconded by Rushton, that the official minutes of meeting held 7<sup>th</sup> March 2023 are approved as correct records and signed by the Chairman. **Resolved.**

**35/23 Financial Issues:**

a) The Clerks salary for period March/April 2023 was proposed for approval by Cllr McDaniel and seconded by Cllr Rushton. **Resolved.**

b) Authorisation was approved to pay Cllr Spittlehouse the £50 prize money for the scarecrow competition.

**36/23 Payments made since the last meeting:**

Proposed by Cllr. Rushton and seconded by Cllr McDaniel to accept. **Resolved.**

14.04.2023	Bacs	E Harrison	£50.00
17.04.2023	DD	Public works loan	£357.27
15.05.2023	Bacs	Jack Bower	£280.00

**37/23 To agree final accounts 2022/2023:**

Accepted and **Resolved.**

**38/23 To sign the Declaration of Exemption Certificate:**

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

- 39/23 To approve the Annual Return and Governance Statement for the Financial Year 2022/2023:**  
The audit figures and annual return statement had been issued to all Councillors prior to the meeting.  
Proposed, seconded and **Resolved**  
That: The Chairman and the RFO sign the 2022/2023 annual return.  
Having resolved that all annual governance statements were agreed, the Chairman and the Clerk signed the 2021/2022 Annual Governance Statement.
- 40/23 To appoint an internal auditor for the year 2023/2024:**All Councillors unanimous in continuing with the same auditor if she is agreeable. **Resolved.**
- 41/23 To discuss asset register and any maintenance required and to agree a figure for insurance for 2023/2024:**  
Proposed and seconded to accept the figures for insurance. **Resolved.**  
Cllr Spittlehouse suggested that both bus shelters required a clean, all in agreement. Clerk to contact the contractor that has been used previously. **Action required.**
- 42/23 To receive and accept the latest insurance quote for 2023/2024:**  
Proposed and seconded to accept insurance quote from Zurich. **Resolved.**
- 43/23 To accept and approve any grants applied for:**  
The Clerk had received in writing a formal application for a grant from the Playing Field treasurer and the Village Hall Committee. It was agreed to grant both organisations £750 which was allocated in the precept. **Resolved**
- 44/23 GDPR compliance update:**  
All Councillors completed a General Data Protection compliance form and issued with the Upton Data Protection Policy..  
**Resolved:** All of Upton Parish Councillors are now in complete compliance with this legislation.
- 45/23 To review and accept Upton Parish Council's standing orders:**  
Standing orders reviewed and accepted with no amendments.  
**Clerks correspondence including previously circulated emails:**
- 46/23 Clothes Bank:**  
Information has been passed onto the Village Hall and the Clothes Bank is now in situ. However, the location appears to be somewhat obscured so concerns were raised that it may well not be used because of this. Cllr Barrow to raise this with the Village Hall at the next meeting.
- 47/23 Solar Farm Update:**  
The Parish Council have now registered their objections for Gate Burton.  
The Clerk had received an email from the Tillbridge Solar scheme, stating that they are approaching their statutory consultation, running from 30<sup>th</sup> May to 11<sup>th</sup> July. The Parish Council will be formerly consulted at this stage.
- 48/23 Footpath leading from Church Road:**  
A quote has been received from John Hewitt and was circulated to all Councillors. It was agreed by all to accept the quote and Cllr Spittlehouse to inform Mr Hewitt to proceed with the works when its convenient for him. An application form has also been received from Quickline to apply for a community grant. The clerk to apply to use towards the payment.
- 49/23 Scarecrow Competition results:**  
Unfortunately there were only 3 entries. 1<sup>st</sup> Prize Sylvia Rose. 2<sup>nd</sup> Prize. Anne Fotheringham. 3<sup>rd</sup> Prize Mandy and Kevin Smith.  
Thanks were paid to Hugh McDaniel for judging and to Marian McDaniel for sorting the prize money.
- 50/23 Community Speed Watch:**  
Not much response from the poster in the noticeboard and on Facebook. Only 2 volunteers. Clerk to advertise again in the next newsletter.
- 51/23 Planning Applications for consideration:**  
146479 1 Dwelling. Land off Heapham Road. No objections.

**52/23 Planning Applications decisions:**

146479 Application granted.

**53/23 Crime report:**

Van stolen on driveway.

**54/23 Village Hall report:**

Next meeting to be held 22<sup>nd</sup> May. Cllr Barrow to attend.

The Chairman closed the meeting at 8.10 pm

The next meeting will be on the 4<sup>th</sup> July 2023.

**Signed.....Date.....**