

## UPLOWMAN PARISH COUNCIL

Clerk to the Council : Robert Hodgson  
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14/05/23

All Parish Councillors

Dear Councillors,

### **UPLOWMAN PARISH COUNCIL - NOTICE OF ANNUAL MEETING THURSDAY 18<sup>th</sup> MAY 2023, at 7.30pm IN UPLOWMAN VILLAGE HALL**

The next meeting of this Council will be on **THURSDAY 18<sup>th</sup> May 2023 IN THE VILLAGE HALL, UPLOWMAN**, starting at 7.30pm.

The Public session will start with a report on the past year's activities by the PC and any questions or matters raised by the public. Following that open meeting, councillors will all need to sign their Acceptance of Office forms at the start of the closed session of the meeting before electing a Chair for the coming year.

I attach the audit documentation. The meeting must agree the Governance statements, the Accounting statement and then the Certificate of Exemption from audit, in that order. Please note that the period during which members of the public may exercise their right to examine the books will be 5<sup>th</sup> June to 14<sup>th</sup> July.

Funding is now all in place for the trim trail and in UPC account. We have ordered the Table Tennis table and Suzanne Lewis will update us on progress with the Trim Trail.

I attach a list of updates and proposals for decision, which I hope will be useful.

The following meeting dates are arranged for 2023: 20<sup>th</sup> July, 21<sup>st</sup> Sept, and 16<sup>th</sup> November (all Thursdays).

Yours sincerely,

Robert

Robert Hodgson (Clerk to Uplowman Parish Council)

**UPLOWMAN PARISH COUNCIL**  
**AGENDA FOR ANNUAL MEETING on THURSDAY 18<sup>th</sup> May 2023**  
**To be held in Uplowman Village Hall, starting at 7.30pm**

*The meeting will start with an open session, when a report will be given on the past year and parishioners may raise matters of concern. Cllrs Jane Lock & Gill Westcott (Cannonsleigh) will introduce themselves.*

1. Attendance & Apologies for absence. Councillors will sign their Acceptances of Office
  - 1.1 Election of Chair for 2023-4 and proposals to fill vacancies
2. Reports from DCC and MDDC.
3. Minutes of last meeting (16<sup>th</sup> March 2023).
  - 3.1 Matters arising from Minutes of previous meeting not covered elsewhere.

4. Finance and procedures

4.1 Current position :

Bank balance at last meeting :		<b>£6,005.09</b>
Income since (Precept, S106, mag, Nat Lottery)		£18,862.11
Expenditure authorised on/since 16 Mar 2023:		£2,029.13
<b>Current balance:</b>		<b>£22,838.07</b>

4.2 Payments for approval:

Cornilleau UK, £1186.98, confirm payment for Table Tennis table already made  
 R Hodgson, Expenses (£84.40, including Membermojo subscription)  
 Community First Trading Ltd (either £171.04 or £162.48 for 3 years), Insurance premium  
 Cllr M Moore (£78.44p) for attending NALC conferences.  
 Redwoods Inn (£134.59) for grass cutting

- 4.3 Consider and sign Annual Governance statement
- 4.4 Consider and sign Annual Accounting statement
- 4.5 Consider and sign Certificate of Exemption From Limited Assurance Review.

5. Planning

- 5.1 23/00684/PIP: Land at Stonebridge, 2 self-builds, to be discussed.
- 5.2 22/01345/FULL: Chamberlains, relocate equestrian building. UPC no object, decision awaited
- 5.3 22/02326/F, Hill Farm, erect ag workers cottage. MDDC permitted
- 5.4 23/00385/FULL: Hill farm erect shed, decision awaited
- 5.5 23/00354/FULL: Willow Barn, erect holiday cottage. UPC objected, decision awaited
- 5.6 23/00472/FULL: Widhayes: Cattle Shed, UPC no objection
- 5.7 23/00541/HOUSE: Sanctuary Fm Hse convert garage. UPC no objection, decision awaited
- 5.8 23/00372/FULL: Land off Upowman Rd, concrete Yard: Permitted
- 5.9 23/00498/FULL: Beer Down, erect shed – to be discussed
- 5.10 Consultation about proposed tip at Greenway. Site inspected, to be discussed

6. Community Projects and matters.

- 6.1 Village signs update.
- 6.2 Broadband update
- 6.3 Trim Trail update. Funding in place, started ordering.
- 6.4 Coronation crab-apple tree planted 07 May
- 6.5 Use of £275 from Parish Magazine plus £250 held from 2022-3

7. Environment & Healthy living

- 7.1 Reducing Uplowman's carbon footprint proposals

8. Correspondence (See attached list plus any correspondence received after this notice)

- 8.1 Environment, SWW, etc:
- 8.2 Local Plans and Surveys.
- 8.3 General Correspondence
- 8.4 Village projects

9. Hall & Recreation Association Report

10. Emergency Planning & Neighbourhood Watch

11. Parish Roads/Paths.

12. Date of next meeting (Thursday 20<sup>th</sup> July 2023).

## CORRESPONDENCE SINCE LAST MEETING (18 Mar 2023)

### 5. Finances

Ser No	Date received	From/to	Subject	Date replied/sent
890	27/03/23	Parish Mag	Donation of £275 paid	09/05/23
891	31/03/23	MDDC	Section 106 agreed, will be paid soon (£7185.00)	
892	05/04/23	DALC	Invoice for subscription (£97.89)	
893	07/04/23	Nat West	Statement, Bal = £12653.34	
894	25/04/23	Cornilleau	Pro-forma invoice for table tennis table. Cheque sent	
895	26/04/23	MemberMojo	Receipt for renewal (£75.00)	
896	28/04/23	Nat Lottery	Grant for £8,000 awarded, available within 2 weeks.	
897	06/05/23	Community 1st	Insurance premium £171/04/1yr or £162.48pa for 3 yrs	
898	09/05/23	Redwoods Inn	Grass cutting (£134.50)	
899	10/05/23	Nat Lottery	£8,000 grant transferred	

### 6. PLANNING & LICENSING

Ser No	Date received	From/to	Subject	Date replied/sent	
971		MDDC	23/00354/FULL: Willow Barn, holiday cottage, object	27/03/23	
972	28/03/23	MDDC	23/00472/FULL: Widhayes: Cattle Shed, UPC no obj	28/03/23	
<b>973</b>	<b>28/03/23</b>	<b>Carney Sweeney</b>	<b>Consultation about proposed tip at Greenway</b>		
974	28/03/23	MDDC	23/00528/FULL: BeerDown cottage, add flue/chimney No Obj		
975		MDDC	23/00385/FULL: Hill Fm ag shed. No Obj, waste to be managed		
976	03/04/23	MDDC	23/00541/HOUSE: Sanctuary FmHse convert garage no obj		21/03/23
977	14/04/23	MDDC	22/02326/FULL: Hill Farm worker cottage: Permitted		
978	21/04/23	MDDC	23/00372/FULL: Land off Upowman Rd, concrete Yard: Permitted		
979	02/05/23	MDDC	23/00498/FULL: Beer Down, erect shed.		
980	04/05/23	MDDC	23/00684/PIP: Land at Stonebridge, 2 self-builds		

#### 7.1 ENVIRONMENT, including Sewerage, Recycling, Roads & rivers, Healthy living

Ser No	Date received	From/to	Subject	Date replied/sent
392	10/05/23	DCC HO	Road at Locks Farm still scheduled to be fixed	09/05/23

#### 7.2 LOCAL PLANS & SURVEYS, including HRA

Ser No	Date received	From/to	Subject	Date replied/sent
334			None this time	

#### 7.3 GENERAL CORRESPONDENCE

Ser No	Date received	From/to	Subject	Date replied/sent
1719	15/03/23	MDDC	Notices of election, put on board/website	
<b>1720</b>	<b>18/04/23</b>	<b>D&amp;C Police</b>	<b>101 to be replaced by website</b>	
1721	02/05/23	C&C	Clerks & Councils Direct magazine	
1722	05/05/23	Navigate	Introducing debt advice charity	

#### 7.5 Village projects.

Ser No	Date received	From/to	Subject	Date replied/sent
356			Correspondence and emails with funders	

Plus about 420 incoming emails.

## UPDATES AND DECISIONS NEEDED

### Item 1.1 Proposals to fill vacancies

Following the uncontested election, UPC has two vacancies for councillors. These can be filled at any time by co-option – see recent DALC bulletin circulated.

### Item 4.2: Insurance premium

Our insurers offer either one year at £171.04 (saving £11.37 on last year) or £162.48pa for 3 years. **Decision required on which option to take.**

### Item 4.3 Annual Governance Statement

This needs to be agreed. If you have any concerns, please raise them!

### Item 4.4 Accounting statement

Richard Clark has kindly been through the books for this year and signed the Internal Auditor's report. The Accounting statement plus supporting reconciliations are attached and must be signed by the Chair.

### Item 4.5 Certificate of Exemption from limited assurance review

As UPC has turnover of less than £25,000pa, it can certify itself as not requiring any external audit. **Agreement to do this required and form to be signed.**

### Item 5.1: Self build homes at Stonebridge

A note on the Self Build regulations from Trevor Milner has been circulated to inform discussion.

### Item 5.10: Inert Landfill & Waste recycling at Greenway

Cllrs Adcock & Westerman to report on site visit to inform discussion. Note that no application has been received to date.

### Item 6.1: Village signs:

Signs have been designed but not yet made.

### Item 6.2: Broadband Update

Openreach and contractors Pulse have been installing fibre cables along Huntsham road. These are apparently heading to Middle Coombe and it's expected that a service will soon be available to properties in that area. The Airband scheme remains on track for later in 2024.

### Item 6.3: Trim Trail

All funding applications have been successful. A table tennis table has been ordered. Negotiations are underway with preferred supplier of Trim Trail and site has been agreed with UHRA. Suzanne Lewis will present an update before the meeting. **Councillors will need to agree funding so that cheques can be signed as needed.**

### Item 6.4 Coronation tree

A crab apple tree has planted in the church yard to mark the coronation of HM Charles III. **Councillors may wish to consider whether to obtain a suitable plaque to accompany the tree.**

### 6.5: Use of grants from parish magazine

The SP & U parish magazine has generously sent us £275 as our grant this year. After paying for the village signs, there will be £250 remaining from last year's grant, making £525 available for discretionary spend. **Decision required on how to use this money.**