

# Upton Magna Parish Council

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**Minutes of the Parish Council meeting held on Thursday 15th April 2021 at 7.30pm.**

**The meeting was conducted on Zoom.**

## **21/041 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE**

**Present:** Cllrs Phil Roberts (Chair), Jeana Bennion, Mel Board, Andy Brooker, Michael Dawson, Andy Pillow, Steve Walters.

**Apologies:** None.

**Clerk:** Alison Utting

**Also:** 1 member of the public (Sundorne Estate Manager).

**21/042 PUBLIC PARTICIPATION SESSION** – None.

**21/043 DECLARATIONS OF INTEREST** – None.

**21/044 MINUTES** – It was agreed that the Chairman should sign the minutes of 10th March 2021 as a true and correct record of the meeting.

## **21/045 PROGRESS REPORT**

- a) Community Tree Scheme** – Trees have been planted (some to replace dead trees at entrance to De Quincey Fields). Alan Granger said that Sundorne Estate will make sure they are watered.
- b) Leg'O'Mutton Road flooding** – Alan Granger reported that work has been done – drain in side of ditch, leading to enlarged 6" field drain.
- c) Parking on verge by Criftin Bank** – AB and Alan Granger had carried out site visit. No obvious solution that will not simply shift the problem elsewhere. Numbers of parked cars now reduced (following end of lockdown). Council agreed to leave the situation as it is.

## **21/046 REPORT FROM CLLR. PICTON (SHROPSHIRE COUNCIL)**

Councillors accepted Councillor Picton's general written report circulated prior to the meeting (included on the Parish Council website).

## 21/047 PLANNING

- a) The following planning applications were considered:  
*21/01026/FUL 3 Frank Crosse Drive, Upton Magna. Erection of single storey rear and side extension and internal alterations.* Council agreed to support the application, while noting that there is an existing permission granted for a larger extension.  
*21/01440/FUL 14 De Quincey Fields, Upton Magna. Erection of single storey side extension.* Council agreed to support the application.  
**ACTION:** Clerk to submit UMPC responses to Planning Dept.
- b) No other planning applications were received in advance of this meeting.
- c) No planning decisions were published in advance of this meeting.

## 21/048 ASSETS OF COMMUNITY VALUE

Council agreed to apply to register the following as Assets of Community Value:

- a) The land on which the Memorial Hall stands.
- b) The Memorial Hall field.
- c) The village green on De Quincey Fields.

**ACTION:** Clerk to progress.

## 21/049 GENERAL PARISH & HIGHWAY MATTERS

- a) **Very large pothole at the Criftins**, reported by PR. Cllrs also reported potholes at Downton and Holly Coppice Road. **ACTION:** Clerk to ask Cllr Picton to chase.
- b) **30mph sign fallen** – Being kept in the yard at Church Farm. **ACTION:** Clerk to report to Highways.
- c) **Reporting problems** – Councillors and members of the public are reminded that highway matters can be reported online at [my.shropshire.gov.uk](http://my.shropshire.gov.uk). This is often quicker and easier than reporting via the Parish Council.

## 21/050 FINANCE

- a) **Payments and receipts**

Council agreed to make the following payments:

278.80	Clerk's salary, WFH allowance and expenses (March)
60.00	SALC training
294.00	Grass cutting March-November 2020

Also to write a cheque for £500, payable to Upton Magna Parish Council, to open the new Unity Trust bank account.

- b) Council received and approved the **accounts and bank reconciliation** to date.
- c) Council received and approved the **Neighbourhood Fund** report. It was noted that £4660 is due to be spent by the end of the current financial year.
- d) **Update on change of bank:** Unity account is ready to open, pending signatures and initial deposit. Lloyds have printed account closure forms for the reserve account, which need to be signed. Once all reserve account is closed and all funds are in current account, Unity will manage the switch and Lloyds account will be closed.  
**ACTION:** Signatories to complete forms. Clerk to progress.

#### **21/051 AUDIT**

Council agreed to appoint Lorna Pardoe to complete the internal audit, fee £60.

#### **21/052 GRASS CUTTING**

Council agreed to the proposed contract for grass cutting March-November 2021, fee £294.

#### **21/053 SOFTWARE**

Council agreed to purchase Microsoft Office 365 software at £11.30/month, sharing the cost 50/50 with Hadnall Parish Council/ **ACTION:** Clerk to go ahead with purchase.

#### **21/054 FUTURE MEETINGS**

Council agreed the following meeting dates for 2021:

Friday 21<sup>st</sup> May (Annual Meeting, to start at 7pm)

Thursdays June 10<sup>th</sup>, July 15<sup>th</sup>, September 9<sup>th</sup>, October 14<sup>th</sup>, November 11<sup>th</sup>, December 9<sup>th</sup> – all at 7.30pm.

Unless there are any changes to current guidelines, meetings will now be held in the Memorial Hall. **ACTION:** Clerk to complete Risk Assessment and ensure that councillors are aware of the necessary COVID prevention measures that will be in place.

#### **21/055 CORRESPONDENCE**

- a) **National Trust** – Cassie Drakeley (Regional Project Support & Senior Project Co-ordinator) will come to our June meeting to give her presentation on the Trust's 10-year plan in person.
- b) **SALC training:**
  - Handling Difficult Situations. 20/05/21 10.30am-1pm. £30 (Clerk has booked)
  - Code of Conduct. 06/09/21 5pm-7pm. £10.

- Introduction to Planning from a Local Council Perspective. 3 sessions - Thursdays 9th, 16th and 23rd Sept 2021, 5pm - 7pm. £95.
- c) **West Mercia Police** – Request for info about any community events planned for June onwards.
- d) **West Mercia Police** – Local Policing Community Charter is being created.
- e) **High Sheriff of Shropshire** – Letter of thanks from Mrs Dean Harris JP, who is standing down. New High Sheriff is Mr Tony Morris-Eyton.
- f) **Roger Belham, Census Engagement Manager** – Quite a few households yet to complete census. Lots of telephone help available if anyone needs it.
- g) **Shropshire Council** – Advance notice of BT payphone removal consultation.
- h) **Keep Britain Tidy** – The Great British Spring Clean is happening 28<sup>th</sup> May – 13<sup>th</sup> June 2021. Contact Clerk for more info about how to sign up.
- i) **St Lucia's PCC** – Letter of thanks received.

## 21/056 OTHER MATTERS

PR requested that Smartwater scheme be put onto May agenda.

The Clerk was asked to write a letter of thanks to the farmer for hedge-cutting at Haughton Crossroads. Also to write to Forestry Commission asking that the shrubs in their garden area be trimmed back as they are obscuring the view of the road.

The meeting closed at 8.40pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NEXT MEETING – Friday 21<sup>st</sup> May, 7pm in the Memorial Hall.**

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