

# Upton Magna Parish Council

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## Draft Minutes of the Annual Meeting of the Parish Council held on

Thursday 9th May 2024 at 7.30pm in the Memorial Hall

### 24/47 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

**Present:** Cllrs Phil Roberts (Chair), Andy Brooker, Dan Sims, Andy Pillow, Jeanna Bennion

**Apologies:** Julianne Lloyd, Michael Dawson, Lezley Picton

**Clerk:** Jennifer Turner.

**In attendance :** Huw Williams

### 24/48 DECLARATIONS OF INTEREST – None.

**24/49 MINUTES** – It was proposed, seconded and resolved that the Chairman should sign the minutes of the meeting held on the 11<sup>th</sup> April 2024 as a true and correct record of that meeting.

### 24/50 ELECTION OF OFFICERS

Clerk reported in the interests of openness and fairness that the following had been received by email from Councillors who could not attend – MD request had been circulated to Councillors by email

- a) MD would like to be considered for Vice-Chair should AB be appointed Chair
- b) JL would like to be considered for Vice-Chair

**CHAIR** – The Clerk invited nominations for the role of Chair

DS nominated PR as Chair, seconded by JB. PR is happy to continue in this role

Councillors discussed the option of moving onto alternative methods of nomination including cyclical roles or secret ballot, but decided to stay with a show of hands for this year

**VICE-CHAIR** –

PR nominated JL

JB nominated AB, seconded by DS

Councillors discussed the option of delaying the nomination for roles until the next meeting when all Councillors may be present. PR stated that Councillors are aware of meeting dates in advance and if they are unable to attend this is unfortunate, but the Council should stay within the protocol of nominating officers at the Annual Meeting. AB suggested that Councillors are reminded of nominations in advance in order to canvass support.

**PLANNING COMMITTEE** –

PR suggested that we may no longer need a Planning Committee as meetings are now every month, Councillors felt that an extra meeting could be called should there be a Planning Application when there is no monthly meeting. Proposed PR, Seconded JB

**STAFFING COMMITTEE** – To remain as is (prop PR, Seconded DS)  
Cllrs MD, JL, DS, Plus Chair (*ex officio*)

**SALC REPRESENTATIVE** – PR is happy to remain in this role (prop JB, Seconded AP)  
Cllr PR

**FOOTPATHS OFFICER** – AB nominated MD, seconded AP. PR nominated JB, seconded DS. Chair had casting vote as the vote was equal 2/2  
Cllr JB

**INTERNAL CHECKER (Finance)** – PR nominated AP. AB nominated MD, seconded JB  
Cllr MD

**24/51 REPORT FROM CLLR. LEZLEY PICTON (SHROPSHIRE COUNCIL)** – None.

#### **24/52 REPORTS**

- a) **West Mercia Police** – None.
- b) **SALC** – None.
- c) **Footpaths** – AB raised the question of whether the footpath adjacent to the Village Hall is a designated footpath, this footpath used to have a locked gate and was designated access for Severn Trent and The Forestry Commission. HW confirmed that it is not a designated footpath and will raise this with The Council as signage is still mounted at the gate.
- d) **Village hall** – No further updates.

#### **24/53 PROGRESS REPORTS**

- a) **Defibrillators** PR has contacted the family and is awaiting response. AB is happy to contact another family member if no response is received. Noted that MD has offered to check the defibrillator regularly to ensure it is in good working order and this was accepted.
- b) **Street Lights** – The light opposite the school is not working. Penguin Electrical have contacted Western Power who have agreed to repair the light, given PR contact details to arrange a site meeting. A second light is now not working – Clerk to request annual service contract quotations from local suppliers to look after the nine street lights in the village and also request quotations for a ‘one off’ repair. Noted that electricity charges are being paid on the street light that is currently not working.
- c) **Litter Pick** – JB has completed a further litter pick and there was very little litter

#### **24/54 GENERAL PARISH & HIGHWAY MATTERS**

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

- a) **Haughmond Hill Parking** – The proposed double yellow lines for this area have been made public. Shropshire CC have applied for a Traffic Order, there will be a Consultation period for this change.

The PC will closely monitor progress and request updates from LP. There is also a small area required for Emergency Access where visitors park.

#### **24/55 PLANNING**

- a) None

#### **24/56 FINANCE**

##### **a) Payments and receipts**

It was proposed (PR), seconded (AP) and resolved that the following payments be approved:

<b>Amount</b>	<b>Payment Details</b>
300.00	Clerk's salary and expenses April
26.00	
75.00	HMRC
11.99	Hugo Fox
46.12	West Mercia Energy
<b>Amount</b>	<b>Income Details</b>
5,584.00	Precept

#### **24/57 Any Other Business/Correspondence**

- a) PR has responded to a telephone request regarding our Carbon Footprint.
- b) No other correspondence other than that previously forwarded by email.
- c) JB raised that the school has changed their contractor providing grass cutting services, there is a small public area in the village that is now not being mowed. DS to contact Contractor to see if they would be willing to add this area on and charge the PC. JB to ask local resident. It is thought that this will require 20-30 cuts per year.
- d) DS raised the issue of event planning/road closures. This needs better preparation so that all roads into/out of the village are not closed at the same time. Councillors also discussed road closure signs being left out by Contractors when work is delayed/rescheduled. It may be possible to report this on Fixmystreet. Noted that Shropshire CC are chasing suppliers who are guilty of this.
- e) MD had asked JB to suggest that meetings are returned to being bi-monthly. It was felt that as the cost of monthly meetings is minimal, the benefit of monthly meetings outweighed the cost.

#### **24/58 – Items for next agenda**

- a) Place Plan
- b) Adoption of Policies
- c) Asset Register
- d) New Financial Regulations

The meeting closed at 20.07pm.

Date of the next meeting: 13<sup>th</sup> June 2024 at 7.30pm

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

Jennifer Turner – Upton Magna Parish Council  
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