

MINUTES OF A UPTON ST LEONARDS PARISH COUNCIL
MEETING HELD IN THE PAVILION ON
MONDAY 4th SEPTEMBER 2023 AT 7.45 PM

Present: Cllr Chrissie Castle Chairman
Cllr Jim Browne
Cllr Graham Hayes
Cllr David Hunt
Cllr Mary McLachlan
Cllr Hilary Morris
Cllr Keith Pearson
Cllr Roy Roberts
Cllr Pete Wilson

In Attendance: 3 Members of the Public
County Cllr Sue Williams

PUBLIC QUESTIONS

A Member of the Public asked details if the recent Ministerial level approved boundary changes can be publish in the USL Life. Cllr Pete Wilson agreed to put an article in the USL Life.

1. TO RECEIVE APOLOGIES FOR ABSENCE

The Council accepted apologies from Cllr Matt Sergeant.

2. DECLARATION OF INTERESTS IN ITEMS ON THIS AGENDA

There were none.

3. TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 10th JULY 2023

The minutes were accepted as an accurate record of the meeting and duly signed.

4. TO RECEIVE THE FOLLOWING REPORTS:

- a. County Councillor.** A report was circulated to the Members prior to the meeting, the County Cllr then detailed the salient points.

The report is available on the Councils Website – follow the link below:

<http://www.uptonstleonards-pc.gov.uk/parish-council/parish-council-meetings/>

- b. **District Councillor.** District Cllr Keith Pearson updated the Council on the SDC Local Plan Anti Social Behaviour in Coopers Edge and the ownership of the Public Open Spaces in Coopers Edge.
- c. **Council Chairman.** Cllr Chrissie Castle updated the Council on the repairs being undertaken to the Village Gateway, the damage to the Tree with a TPO in Bondend Road, and an event being held by SDC to encourage new Parish Councillors.
- d. **Coopers Edge.** Cllr Matt Sergeant circulated the following report in his absence “A community day was held at the community centre on 2nd September and was well attended. A meeting between councillors, housing associations and police in relation to the ongoing anti social behaviour is to be held today (apologies I couldn’t attend due to illness). A report will be circulated when it is produced.”
- e. **Clerks.** A report was circulated prior to the meeting.

6. TO CONSIDER AND AGREE TO RENEW THE CONTRAT FOR THE DEFIBRILLATOR IN BONDEND ROAD WITH THE SOUTH WESTERN AMBULANCE TRUST

The Council unanimously agreed to renew the contract with the South Western Ambulance Trust.

7. TO CONSIDER PARTAKING IN THE VOLUNTEER EMERGENCY TELEPHONE SYSTEM

Tony Pryce advised that an open meeting with the Community Trust is being arranged in October in order fully understand the value of the VETs.

8. TO RECEIVE AN UPDATE FROM THE M5 WORKING GROUP

Tony Pryce gave the following report “ We have, at last, received a response from the Ombudsman’s office, unfortunately they think we have yet to go through National Highways complaints process, and so are advising us to try this first. I will correct them on this misunderstanding, but they need confirmation from the Parish Clerk that I speak for the Group before dealing with me. This they now have and I will try contacting them during the week. Hopefully, matters will then progress.

The M5 junction 11A exit slip and the two bridge structures which support it, are in need of extensive refurbishment. Works to the bridge structures (Roman Villa and Pitmill) will include waterproofing, surfacing, expansion joint replacement and repairs to the concrete”

Cllr Keith Pearson also updated the Council on the debacle in regards to the proposed resurfacing of the Motorway, which has now been confirmed as just patching works.

9. TO RECEIVE THE FOLLOWING REPORTS:

- a. **Allotments.** Cllr Mary McLachlan updated the Council on Allotment matters, the Council noted the appointment of David Flemming as the Perry Orchard Allotment Manager.
- b. **Recreation Ground/Pavilion.** The Council considered a request from the Tennis Club to expand the tennis club hut, the Council agreed to the request in principle subject to sight of more detailed plans and advice as to the requirement to obtain planning consent.
- c. **Environment.** Cllr Pete Wilson advised that a Environment Working Group Meeting will be held soon. The Council discussed and agreed that no flowers will be permitted at the foot of the Village Owl, but would be permitted on / by the Memorial Bench. It was agreed that the District Cllr will look at the problem of overgrown weeds and foliage in the Village and it surrounds and see if the maintenance can be undertaken by SDC. Cllr Roy Roberts updated the Council on the flood alleviation measures and reported that a Public Drop In session will be held in the near future to update the public on the proposed flood management schemes. Finally, Cllr Wilson updated the Council on the Trees on the Glebe Field.
- d. **Village Hall.** Cllr Keith Pearson gave an update on Village Hall matters.

10. FINANCE

- a. **APPROVAL OF ACCOUNT to approve the Accounts for payment.** The following accounts were presented for payment:

Payee	Chq Number	Amount	Reason
J Evans	3184	£ 40.00	Litter Pick
M Harvey	3185	£ 120.00	Bus Shelter Cleaning
Willans LLP	3186	£ 442.63	Solicitors
D Cridland	3187	£ 1,404.14	Groundworks
G Knight	3188	£ 270.00	Grass cutting
R Balgobin	3189	£ 1,042.65	Salary /Exp
HMRC	3190	£ 329.81	Tax / NI
J Evans	3191	£ 40.00	Litter Pick
PKF Littlejohn	3192	£ 378.00	Audit Fee
D Flemming	3193	£ 79.78	Perry Orchard Allotment
D Cridland	3194	£ 1,470.00	Groundworks
G Knight	3195	£ 540.00	Grass cutting
HMRC	3196	£ 329.81	Tax / NI
R Balgobin	3197	£ 1,042.65	Salary /Exp
P Wilson	3198	£ 74.44	Publicity Materials
	Total	£7,603.91	

The Council agreed that the accounts be accepted for payment.

- b. **To approve the Club Rental Fees for 2023.** The Council approved the Club Rental Fees as presented by the RFO.

c. To consider and approve a quote to repair the Pavilion Soffit. The Council agreed to accept the quotation from MS Roofing for £675.00.

d. To note the conclusion of the Annual Audit for the Year Ended 31 March 2023. The Council noted the conclusion of the Annual Audit for the Year Ended 31 March 2023.

CONFIDENTIAL ITEM

**11. TO CONSIDER AND AGREE TO EMPLOYING A PARISH COUNCIL
ADMINISTRATION ASSISTANT**

The Council agreed to employ an Administration Assistant for 6 hours a week and agreed that Cllrs Chrissie Castle and Keith Pearson will be given delegated powers to undertake the recruitment and interview and appointment functions.

12. DATE OF THE NEXT MEETING

Monday 2nd October 2023 at 7.30 pm in the Recreation Ground Pavilion at 7.30pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.16 PM