

UPTON PARISH COUNCIL

Minutes for Parish Council Meeting held on

Wednesday 15th April 2026 at 7.30pm at the Village Hall, Upton.

Present: Councillors: Malcolm Yates (MY/Chair), Kim Hickinbotham (KH) Alan Robinson (AR) Sarah Quick (SQ)

In Attendance: R Holloway (Clerk) and 2 members of the public.

	DISCUSSION AND DECISIONS
01/26	To receive representation from the public (10 minutes): Following on from March report, the volunteers are still following the management plan. 1. More flowering – bluebells, cowslips, primroses etc replacing the daffs. Trees in blossom. 2. Cut grass to central area and path to top. 3. Mild raised bed work by Alan & Jude, including some solar lights. Michael mentioned that the daffs are dying away now, the trees are in blossom to add more colour, the grass has been cut around the middle to create a natural pathway with long grass left at the sides. The raised beds have been tended and some solar lights added in the corners. KH said it was looking lovely. MY noted that he would set out the path and get the noticeboard done asap.
	At this point the Chairman suggested moving agenda item 11/26 after agenda item 07/26 to allow Cllr. Melton to answer residents' questions on this 'Planning in Principle' application
02/26	To receive and accept apologies for absence: Cllr. Jackson, Cllr Robertson, Cllr. Norman
03/26	Declarations of interest: none
04/26	To approve the Minutes of the last meeting: The PC accepted the Minutes from the meeting held on 18 th March 2026 as a true record and were signed off by the Chairman.
05/26	To note Matters Arising: none
06/26	To receive the Chairman's report: As set out in the minutes
07/26	Reports from District/County Councillors: Cllr. Melton explained that there was little to report this month, he highlighted the Neighbourhood planning again as being very important to ensure Parish Councils have a say in future development, he will bring more information on the funding available for this to the next meeting. The French Horn application looks like it will be approved under delegated authority, he confirmed that there were insufficient planning grounds to enable him to call it into the Planning Committee for decision. KH did express her disappointment that this 'call in' had not been done when it was first requested. He highlighted the new grant funding opportunities that NSDC had recently opened again. Clerk to get details for the PC.
08/26	To Receive updates on the Green Spaces/burial ground, and rights of way. a. CVG: As above b. To receive report on footpaths/dog bins: Clerk to enquire about signage reminding dog walkers of the need to pick up the poo c. To receive Playground update: All OK d. To receive an update on the footpath from Church Walk to the Churchyard: MY looking at options to redo and Clerk looking at what funding may be available.
09/26	To note the Village Hall update:

	a. Finance: The Bank reconciliation for the Village Hall was presented and signed off by the Chairman b. Maintenance and caretaking: All done c. To receive an update on the Village Hall refurbishments: MY still looking at items still to finish, curtains/blinds, redecorating and new radiator.
10/26	Financial Matters: a. To accept the latest financial reconciliation as of 31st March 2026: The Parish Council Bank reconciliation was agreed and signed off by the Chairman b. To note payments received and authorise invoices for payment: The payments received were noted and invoices for payment were signed off by two Councillors c. To sign off the letter of Engagement for the Internal Auditor: Noted and signed off by the chairman d. To note the increase in the cost of the dog bin emptying: Noted
11/26	Planning matters 26/00382/PIP Land to the east of Hockerton Road Upton 1-5 Houses. Residents expressed their concerns over this, highlighting the fact it was in the Conservation area, Highway safety concerns, the Nursery mentioned in the letter was in fact the Cricket Club pavilion and therefore this should not be considered an infill application. Hockerton Road was very narrow and used by walkers, cyclists and horse riders, the increase in traffic during construction would be dangerous as there was no formal verge. There was insufficient drainage and the road needs widening. This was debated in full by Councillors who expressed their concerns, a vote was taken (AR) abstained and it was agreed that the Clerk would write in to the Planning department to lodge the Parish Councils objection to the PIP and to reflect the concerns shown by some residents to the application. Cllr. Melton highlighted that a PIP was not a full application and there were limited planning reasons for refusal.
12/26	To receive highways update: Clerk to chase when the speed tubes will be installed
13/26	To receive the community defibrillators monthly report: All OK
14/26	To note and action service faults: Potholes are still an issue and need continued reporting
15/26	To review the Risk Assessment Policy: This was circulated and is an updated copy of the previous one. All agreed and it was signed off by the Chairman
16/26	Lottery draw for April 2026: 1) £50.00 -no 216. 2) £25.00 - no 52 3) £10.00 - no.27 4) £5.00-no 217
17/26	Correspondence: All correspondence circulated electronically.
18/26	Agenda items for next meeting: none
19/26	Any other business: The Clerk confirmed that she was meeting with the Internal Auditor on Friday 17th April to hand over the file for the 2025-26 Audit.
20/26	Date of next meeting: Wednesday 20 th May 2026 at 6.30 pm at the Village Hall
	Exclusion of the Press and Public To consider resolving that, under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

21/26	Contract of Employment: The Clerk left the room whilst this was discussed. Upon returning the Contract was signed by the Chairman and the Clerk
22/26	Close: There being no further business, the Chairman closed the meeting at 20.27

Signed Chairman

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