



UPPER BROUGHTON PARISH COUNCIL

Serving a Conservation Village

NOTICE IS HEREBY GIVEN TO MEMBERS OF THE COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF UPPER BROUGHTON PARISH COUNCIL ON

DATE AND TIME	Wednesday 17 th January 2024 at 7pm
VENUE	Upper Broughton Village Hall

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

AGENDA

- 1 **Apologies for Absence** – to receive apologies for absence
- 2 **Declarations of Interest** - to receive any declarations relating to items on the agenda
- 3 **Open Session for the Public (Limited to 15 Minutes)**
 - *Any member of the public wishing to speak should give notice to the Clerk in advance of the meeting.*
 - *No decision can be taken during this session, but any matter may be raised for further consideration at the next PCM*
- 4 **Reports from Borough and County Councillors** – for information only
- 5 **Acceptance of Minutes** - to receive and approve for signature the minutes of the PCM held on **Wednesday 15th November 2023**
- 6 **Matters Arising from Previous Minutes** – To report on progress, but no further discussion is required:
 - i **Community Speed Watch Scheme (CSW)** – Award of £450 has been confirmed
 - ii **Footpaths** – Update on Bottom Green stile and (Footpath)6 and Main Road to Hickling Lane footpath (Footpath 7a)
 - iii **Boundary Fence Rear of Village Hall** – Guttering work scheduled for 8th January
 - iv **Play Area Safety** Outstanding Risk Assessment
 - v **Winter Weather** Delivery of 5 bags of salt
- 7 **Governance - To consider adopting a Document retention policy** – to assist in clarity for storage, GDPR and FOI queries
- 8 **Governance - To receive update on website development** – to discuss the need to load legally required documentation and to consider the advantages of Councillors having dedicated Councillor e-mail accounts with overall control lying within the Council
- 9 **Governance - To register with HMRC** to facilitate the payment of PAYE required by law as Parish Council Clerks MUST be employed (i.e. not self employed)
- 10 **Planning** – *Applications / Decision Notices received after Agenda is issued / before PCM will be raised*
 - i **Applications** - to consider applications received from Rushcliffe Borough Council

23/02299/NMA Application for a non material amendment to planning permission 20/03289/FUL (Amendments and alterations to fenestration, additional material details and detailing, amended front porch design and detail). Tacet House Hickling Lane Upper Broughton Nottinghamshire LE14 3AZ	No Objections *
23/02253/DEMOL Prior Notification of demolition of redundant cart shed - garage - store Manor Farm Station Road Upper Broughton Nottinghamshire LE14 3BH	No Objections*
23/02299/NMA Application for a non material amendment to planning permission 20/03289/FUL (Amendments and alterations to fenestration, additional material details and detailing, amended front porch design and detail). Tacet House Hickling Lane Upper Broughton Nottinghamshire LE14 3AZ	Pending decision

* Discussed between meetings

ii **Decision Notices** – to note decisions made by Rushcliffe Borough Council

23/01978/FUL Proposed balcony to rear Bella View Station Road Upper Broughton Nottinghamshire LE14 3BQ	Application withdrawn
23/01880/FUL Proposed agricultural workers dwelling and creation of new access Carrier Landscapes Ltd Sulney Nursery Station Road Upper Broughton Nottinghamshire LE14 3BQ	Conditional Permission
23/01828/FUL Replace existing front gates with new gates and erection of pedestrian gate. Willow Cottage Bottom Green Upper Broughton Nottinghamshire LE14 3BA	Conditional Permission
23/01817/DISCON Discharge of conditions 3 (Exterior materials and architectural detailing) & 4 (Tree protection) from planning application 20/03289/FUL Tacet House Hickling Lane Upper Broughton Nottinghamshire LE14 3AZ	Partial discharge

11 **Finance**

- i **Bank Balances** – to note as at 31st December 2023
- ii **Budget Tracker** – to note as at 31st December 2023
- iii **Annual Budget** - To set the budget for 2024/25 year
- iv **Precept demand** – To set precept for 2024/25 year
- v **Bank Mandate** – To amend mandate contact name and address to reflect outgoing/incoming Clerk
- vi **Receipts** – Credit interest received, Nov 23 = £12.08, Dec 23 = £14.85
- vii **Payments Due** – to consider and approve payments

Cheque #	Payee	Reason	£
696	Padrig Wadkin*	Half year grass cutting	671.50
697	Abigail Easter*	Final Salary	363.11
698	SC Cooper	Website Migration	240.00
		Total	£1,103.49

* Payment made between meetings

12 **Village Hall**

- i **Repointing of front wall**

13 **Environment**

- i **Bus Shelter (Top Green)** to provide update
- ii **Conservation Area Review** Contributions from History Group to provide update

14 **Correspondence**

- 15 **Clerk Vacancy** – to formally appoint Susan Stack as Clerk with effect from 8th January 2024, Clerk and Council to sign contract. Clerk to be paid via HMRC basic system monthly based on 8 hrs per week, 4.3 weeks pcm. Hourly rate of £14.50 per hour or Scale point 11, whichever is the higher.

- 16 **Agenda Items for the Next Meeting** – to confirm Items for the next meeting should be submitted to the Clerk by **Sunday 10th March 2024**

- 17 **Date of Next Meeting** - to confirm the date of the next parish council meeting as **Wednesday 20th March 2024**.

Issued 10th January 2024 by *Susan Stack*, Clerk to the Council
<http://www.upperbroughton.objectis.net/parish-council/agendas-and-minutes>

