



## MINUTES OF UPPER BROUGHTON PARISH COUNCIL MEETING

DATE AND TIME	Wednesday 17 <sup>th</sup> January 2024 started 7pm ended 8.02pm
VENUE	Upper Broughton Parish Hall
COUNCILLORS PRESENT;	Cllr J Hill (Chair), C Batty, A Bailey, A Copley, T DeVille, R Jenkins, C Tarry
IN ATTENDANCE;	Simon Cooper (website designer) Susan Stack (Clerk)

- 1 **Apologies for Absence** – to receive apologies for absence  
Cllr Cottee
- 2 **Declarations of Interest** - to receive any declarations relating to items on the agenda  
**None**
- 3 **Open Session for the Public (Limited to 15 Minutes)**  
None present
- 4 **Reports from Borough and County Councillors**  
Not present
- 5 **Acceptance of Minutes** - to receive and approve for signature the minutes of the PCM held on Wednesday 15<sup>th</sup> November 2023  
It was resolved to receive and approve the minutes
- 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, accepted and paperwork signed
  - ii **Footpaths** – Update on Bottom Green stile and (Footpath )6 and Main Road to Hickling Lane footpath (Footpath 7a) – **Clerk to chase up Footpaths officer at County Council**  
Note that hedge (falling over) is being replaced with wooden fence and belongs to the Council as recalled by Cllr Bailey
  - iii **Boundary Fence Rear of Village Hall** – Guttering work scheduled for 8<sup>th</sup> January  
Works completed – **Cllr Jenkins to inspect the work**
  - iv **Play Area Safety** Outstanding Risk Assessment  
Village green – following a request for fencing by resident, we have ascertained that we are not permitted to fence it off. The play equipment is inspected every year by RoSPA but not the ground as a whole. **Clerk to ask Rushcliffe BC if they can assist with a whole site Risk Assessment.**
  - v **Winter Weather** Delivery of 5 bags of salt confirmed as arrived. Cllr Bailey (Snow Warden) has distributed two bags in areas as needed.
- 7 **Governance - To consider adopting a Document retention policy** – to assist in clarity for storage, GDPR and FOI queries - Adopted
- 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.  
Simon has got the Council's website up and running and the other sites are being sorted. There are some domain name issues to contend with. Simon and the Clerk explained the pro's and con's of having a Council e-mail account for Council business. It was decided not to progress as a Council but individual Councillors will look into setting up a separate one for their Council business if they wish.
- 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) –  
Resolved to register if needed as paperwork found from 2008 with a gateway reference
- 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

<b>23/02299/NMA</b>   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 *
<b>23/02253/DEMOL</b>   Prior Notification of demolition of redundant cart shed - garage - store   Manor Farm Station Road Upper Broughton Nottinghamshire LE14 3BH	No Objections*
<b>23/02299/NMA</b>   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

Noted

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

<b>23/01978/FUL</b> Proposed balcony to rear   Bella View Station Road Upper Broughton Nottinghamshire LE14 3BQ	Application withdrawn
<b>23/01880/FUL</b> Proposed agricultural workers dwelling and creation of new access   Carrier Landscapes Ltd Sulney Nursery Station Road Upper Broughton Nottinghamshire LE14 3BQ	Conditional Permission
<b>23/01828/FUL</b> Replace existing front gates with new gates and erection of pedestrian gate.   Willow Cottage Bottom Green Upper Broughton Nottinghamshire LE14 3BA	Conditional Permission
<b>23/01817/DISCON</b> 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  
Noted and signed by Chairman
- ii **Budget Tracker** – to note as at 31<sup>st</sup> December 2023  
Noted and signed by Chairman
- iii **Annual Budget** - It was resolved to set aside a reserve of £10,000 towards Village hall emergency repairs. It was resolved to set the budgets at the same level as 2023/24
- iv **Precept demand** – To set precept for 2024/25 year at ££8.500
- v **Bank Mandate** – To amend mandate contact name and address to reflect outgoing/incoming Clerk  
Resolved that cheque signatories will remain as Cllr Hill, Cllr Copley, Cllr Bailey. **Cllr Copley and Cllr Hill will arrange for the correspondence address to be changed**
- vi **Receipts** – Credit interest received, Nov 23 = £12.08, Dec 23 = £14.85  
Noted
- 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
699	SC Cooper	Website Migration (agreed at meeting)	480.00
<i>* Payment made between meetings</i>			<b>Total</b>
			<b>£1,754.61</b>

Noted

## 12 Village Hall

- i **Repointing of front wall**  
Awaiting better weather

## 13 Environment

- i **Bus Shelter (Top Green)** to provide update - Deferred, **Clerk to e-mail Cllr Cottee for update on obtaining an old shelter**
- ii **Conservation Area Review** Contributions from History Group to provide update –**Cllr Jenkins to report to next meeting**

## 14 Correspondence

Clerk to filter junk mail and circulars that arrive via e-mail

- 15 **Clerk Vacancy** – to formally appoint Susan Stack as Clerk with effect from 8<sup>th</sup> 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.  
Resolved to make the appointment
- 16 **Agenda Items for the Next Meeting** – to confirm Items for the next meeting should be submitted to the Clerk by **Sunday 10<sup>th</sup> March 2024**  
Noted
- 17 **Date of Next Meeting** - to confirm the date of the next parish council meeting as **Wednesday 20<sup>th</sup> March 2024**. Christine will book the meeting room and source keys to the notice boards, village hall etc.  
Noted

There being no other business, the meeting was closed at 8.02pm

A copy of the minutes can be found on the village website  
<http://www.upperbroughton.objectis.net/parish-council/agendas-and-minutes>



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