

# UFFINGTON PARISH COUNCIL

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Minutes of the meeting of  
**UFFINGTON PARISH COUNCIL** (the "Council")  
held on Monday 1st June 2015 at 20.30  
at the Thomas Hughes Memorial Hall.

**1. To record attendance and receive apologies for absence.**

Present: Cllrs Mr S Jenkins (Chair), Mr G Banks, Mr J Helsby, Mrs F Oberman, Mrs K Pilcher, & Mrs S Smith.

In attendance: Mr R Sharpe (District Cllr), Mr JP Roche (Clerk) & Mrs C Aldridge (Deputy Clerk).

**2. Councillors to declare any interests.**

None were declared.

**3. To approve and sign the minutes** of the meeting held on Monday 11<sup>th</sup> May.  
These were duly approved, and then signed by the Chair.

**4. Any remaining business from the previous meeting**

- i. None.

**5. Ongoing projects:**

- i. Parish Council assets and the Land Registry (UPC-P2) – Cllr Banks reported that the Transparency Code has led to more councils investigating these issues and contacting the Land Registry. It is likely that this will lead to more progress in this area.
- ii. Housing development off Station Road (UPC-P4) – It was noted that the s.106 agreement between the Developer, Landowner and the District Council has been completed. **Action:** Mr Roche to obtain a copy of the s.106 agreement from the District Council.
- iii. Creation of a Community Led Plan (CLP) and a Neighbourhood Plan (NP) (UPC-P5) – The draft terms of reference have now been reviewed by the Chair of Baulking Parish Meeting and the text has been slightly revised. The Council is awaiting comment from Woolstone's Chair. **Action:** Cllr Jenkins to await and incorporate comments from Woolstone's Chair and circulate a final draft to the Councillors for approval by correspondence.

**8. Planning:**

- i. New applications to be considered:
  - a. Amendment to P14/V2904/O (the Gladman Developments proposal south of the Fawler Road). The Council decided to OBJECT to the amended application. **Action:** Mr Jenkins to circulate a draft letter stating the Council's objection for approval by correspondence.
- ii. New applications addressed by circulation (as a response was required before this meeting) to be noted:
  - a. None.

**9. Finance:**

- i. To approve and note cheques previously signed:
  - None
- ii. To approve & sign cheques:
  - DM Walsh RE Clearance of undergrowth on the Jubilee Field (UPC1516-F017) - £222.00
  - Aon UK Ltd RE Renewal of the Council's insurance policy (UPC1516-F018) - £2140.76

*These were duly approved and signed.*

- iii. Update on accounts and audit for 2014-15. Mr Roche is to meet the internal auditor in June to complete the internal audit and then send the required documents to the external auditor.
  - iv. Updating the signature mandate with the Council's bank. This is being deferred until the Council's new staffing arrangements are confirmed.
- 10. Annual / quarterly reviews:**
- i. Courier entries. These were agreed.
  - ii. Selection of a date for the Autumn Jubilee Field tidy. This will take place on Sunday 25<sup>th</sup> October 2015, starting at 10.00.
  - iii. Discussion of possible projects for this term of office. A number of items were discussed including completing the road access to the Village Allotments.
- 11. Upkeep (inc watercourses):**
- i. None.
- 12. General:**
- i. Parish Council staffing – The Council agreed that it would like to have a single person as Clerk and Responsible Financial Officer (RFO) and that one of the candidates would be able to fulfil both roles. The Council agreed in principle to hire this candidate subject to a further meeting between a number of the Councillors and the candidate, and receipt of satisfactory references, etc.  
Mr Roche offered to resign as both Clerk and RFO (rather than continuing as RFO as previously agreed by the Council) to enable this new arrangement to be instituted. The Council expressed its thanks to Mr Roche for his good service over the previous four years.  
**Action:** Cllr Jenkins to arrange the meeting with the candidate and report back to the Council (by correspondence) to seek final approval to make the job offer. If final approval is given, Cllr Jenkins to draft an employment contract (using the model contract for parish clerks) and offer the role to the candidate.
  - ii. Moving the Council noticeboard to the Shop – The Council confirmed its commitment to purchasing a new noticeboard for the Council and one for general notices, with both to be erected at the Shop. **Action:** Cllr Oberman and Mrs Aldridge to confirm the details with Mr & Mrs Holborow.
- 13. Correspondence/A.O.B.:**
- i. Burial ground. Cllr Smith noted that some of the graves have not been left in a condition that enables adequate maintenance. **Action:** Cllr Smith to contact the relevant people to ensure the graves are restored to a suitable condition..
- 14. Date of next meeting of Parish Council:**  
Date of the next meeting: Monday 13<sup>th</sup> July 2015 at 19.30 in the Tom Brown's School Museum.