

UPPER LIGHTHORNE PARISH COUNCIL

Clerk: Miss Sahira Hanif

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Minutes of a meeting of an extraordinary meeting of the Parish Council held on Thursday 18th January @ 7pm at Lighthorne Heath Village Hall

Present: Cllr Angie Marian
Cllr Ben Robinson
Cllr David Murphy

In attendance: Clerk, Emma Hills (Community Champion) and four potential councillors

(Meeting started at 7pm)

267. Agreement of Precept 24/25 – The Clerk informed the council that there was still outstanding information on the budget which needs to be discussed and approved by the PC and then the Precept can be agreed. **Clerk to send out the draft budget to the councillors in preparation for the next meeting**

268. Agreement of updated Policies - Agreed and adopted the following policies:

- Data Protection
- GDPR
- Councillor Code of Conduct
- Risk Assessment
- Financial Regulations

The Clerk mentioned she would be updating around 22 policies as per the WALC recommendations and the previous policies on the PC website. It was also discussed a Subject Access Request policy was also required. **Clerk to update the Subject Access Request policy with the other policies and send to the councillors for approval**

269. Agreement of Internal Auditor - Agreed and adopted

270. Councillor Co-option -Three councillors officially appointed as one potential councillor decided she wanted to join the Village Hall Committee instead. **Clerk advised the potential councillor should contact the Village Hall Chair to move forward with this**

271. Agreement of Community Champion Grant Application for a residents Association - This was discussed by the councillors, and it was Initially agreed in principle for £3000 pounds to be granted for this project. Emma Hills also mentioned that a section on the grant form should include a feedback section, a section on what the form will be used for and an invoice section. Emma mentioned there was a great template on the SDC website. **Emma Hills to send a draft template to the Clerk**

272. Investigative options for repairing the brick wall on Marston Avenue

Several options were discussed:

- Cllr Robinson suggested to replace with a mesh fence, but Cllr Murphy stated that required something more robust and durable

- Emma Hills mentioned replacing with a hedge aswell as a tall fence. She also suggested that Severn Trent could rebuild the wall
- Cllr Marian mentioned that Thomas Fox were landscapers and see what they can suggest -

Clerk to contact Thomas Fox (to copy Cllr Murphy into the email). In addition, Emma Hills will contact Severn Trent to see what they can offer as well

273. To arrange the removal of the fallen tree on the football field - Clerk to contact Kai to remove the tree and to also ask for a separate quote to look at the other trees on the playing field

(Meeting Finished 7.40pm)

Date of next meeting: Extraordinary Meeting to be held on 8.2.24

25th January 2024

DRAFT