



**UPTON PARISH COUNCIL**  
 INTERIM CLERK: Nina L. Villa LLb(Hons)  
 Telephone: 07887 420725  
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Dear Councillor,

You are hereby summoned to attend a Meeting of the Parish Council which will be held in the Oak Room, Berrywood Hospital, Northampton, Monday 4<sup>th</sup> February 2019, at 7.15pm. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)  
 Interim Parish Clerk  
 28<sup>th</sup> January 2019

**19/15 PUBLIC SESSION**

Members of the public are invited to address the meeting on agenda items (15 minutes maximum)

**19/16 APOLOGIES FOR ABSENCE**

To receive apologies for absence

**19/17 DECLARATIONS OF INTEREST**

Localism Act 2011 and the relevant authorities (DPI) regulations 2012 – Members are asked to declare any pecuniary or prejudicial interests pertaining to items on the agenda.

**19/18 MINUTES OF PREVIOUS MEETINGS**

To approve the minutes of the meetings held on 7<sup>th</sup> January 2019 and authorise the Chairman to sign the same -**APPENDIX A**

**19/19 ACTION SHEET**

To note the action sheet - **APPENDIX B**

**19/20 FINANCE / PAYMENTS DUE**

a) Bank reconciliation – to note the bank reconciliation to 31<sup>st</sup> December 2018

Date		Current	Reserve
<b>30/11/2018</b>	<b>Opening Balance</b>	<b>£56,928.21</b>	<b>£21,026.08</b>
01/12/2018	Interest		£3.57
05/12/2018	O2 Phone	£11.51	
17/12/2018	Locum Clerk salary and expenses	£1261.20	

18/12/2018	Poppy Appeal Donation	£50	
24/12/2018	Payroll	£240	
27/12/2018	Real Design – email addresses	£52.50	
<b>30/11/2018</b>	<b>Available Balance</b>	<b>£55,313.00</b>	<b>£21,030.08</b>

b) To approve payments due including:

Invoice Number	Payee / Reason	Amount
	N Villa – Clerks Salary and Expenses	£1261.20
O2	Parish Mobile Phone	£11.51 (recurring payment)
5723	Michelle Orpin	£120
	Royal Mail – PO Box	£17.02

**19/21 PLANNING**

- a) To consider any current planning applications for the Parish – List to follow
- b) To consider a proposal from Cllr Duly for the formation of a Planning Committee to consider future planning issues
- c) To consider a report from Cllr Holt concerning recent accidents near St Crispin's Drive near the school

**19/22 HALLS AND OPENS SPACES**

To consider the future of open spaces in the Parish and the possible transfer of ownership to Upton Parish Council

**19/23 MARKETING AND WEBSITE**

To receive an update from Cllr Alex and to consider items for inclusion on the website and other social media channels

**19/24 COUNCIL MEETINGS**

To consider a proposal from Cllr Holt to reintroduce the meetings with the sole purpose being to develop the projects and action plans for the parish.

**19/25 ILLEGAL STRUCTURE**

To consider a report from Cllr Holt about an illegal structure and sign which has been placed on highway land in the Parish (photo attached)

**19/26 METHODS OF COMMUNIATION / PRIORITIES FOR COUNCIL ACTION**

To consider adoption of the attached report from Cllr Stevens on methods of communicating and the top 10 list of actions that the Parish Council can act on –  
**APPENDIX C**

**19/27 SPEED RESTRICTIONS IN THE PARISH**

To consider a proposal from Cllr Huffadine-Smith to:

- a) Adopt a policy of working with the Police and Highway Authority towards the imposition of 20 mph speed limits throughout the Parish of Upton (with the exception of main roads), and

- b) That, in principal, Upton Parish Council will be prepared to make a shared contribution towards the cost of implementing such a scheme or schemes

19/27

**PARISH CLERK RECRUITMENT / CONTRACT EXTENSION**

To agree the terms of a 12 month fixed term contract for the current Locum Clerk –  
**APPENDIX D**