



UPTON PARISH COUNCIL

INTERIM CLERK: Nina L. Villa LLb(Hons)

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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 7th January 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
2nd January 2019

19/01

PUBLIC SESSION

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

19/02

APOLOGIES FOR ABSENCE

To receive apologies for absence

19/03

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.

19/04

MINUTES OF PREVIOUS MEETINGS

To approve the minutes of the meetings held on 3rd December 2018 and authorise the Chairman to sign the same -**APPENDIX A**

19/05

ACTION SHEET

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

19/06

FINANCE / PAYMENTS DUE

a) To consider a grant application from the Royal British Legion – **APPENDIX D**

- b) Bank reconciliation – to note that the Interim Clerk is now receiving bank statements and to approve the bank reconciliation to 30th November 2018 (December 2018 statements not yet received)¹

Date		Current	Reserve
31/10/2018	Opening Balance	£59,640.92	£21,023.05
01/11/2018	Interest		£3.46
05/11/2018	O2 Phone	£11.51	
15/11/2018	Locum Clerk salary and expenses	£1261.20	
16/11/2018	Grant – Christmas Tree	£750	
23/11/2018	Payroll	£78	
27/11/2018	NCALC – Cllr Training Course	£36	
27/11/2018	NCALC – Cllr Training Course	£36	
30/11/2018	2Commune	£540	
30/11/2018	Available Balance	£56,928.21	£21,026.51

- c) 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	Barbara Osbourne – payroll and leavers certification	£110
	N Villa – stamps and postage	£17.02

19/07 TO CONSIDER DRAFT BUDGET FOR 2019/20

To consider the draft budget for 2019/20 – **APPENDIX E**

19/08 PRECEPT 2019/20

- a) To consider the Precept requirement for 2019/20 – **APPENDIX F**
b) To consider the following proposal from Cllr Huffadine-Smith:

‘That the Council approve an additional ring-fenced Reserved Budget item of £75,000, annotated and allocated in any way that may become appropriate, and earmarked to enable Upton PC to have sufficient readily accessible reserves to undertake any functions, activities, and exercise any Powers or Duties, that may be transferred either from developers etc or from any relevant Principal Authority.

¹ Bank statements available at the meeting for inspection

This is to be viewed as a short / medium term Contingency Item in the Budget, and any monies that remain unused from this budget heading by the end of March 2022 (ie the maximum of 3 years for which unallocated non-specific reserves may be held) are to be referred back into the overall budget, which, depending on circumstances, could result in a reduction in the Precept at that future time'.

19/09

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

19/10

HALLS AND OPENS SPACES

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

19/11

MARKETING AND WEBSITE

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

19/12

TOADS IN BERRYWOOD WOODS

To consider a report from Cllr Chauhan on correspondence with a Parishioner regarding Toads in Berrywood Woods.

19/13

NOTICEBOARD REPAIRS – QUOTE FOR WORKS REQUIRED

To consider the following quote for repairs to the Noticeboard in Telford Way:

A new door in RAL Green = £136.00 plus £27.50 ex VAT

Replacement lettering = £40

This quotation is for the supply of goods only to one UK address.

19/14

PARISH CLERK RECRUITMENT / CONTRACT EXTENSION

To consider a proposal from the Chairman to offer the existing locum Clerk a fixed term contract until a new Clerk can be recruited.