



UPTON PARISH COUNCIL
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 at St Crispins Community Centre on Tuesday 7th December 2021 at 1915. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
30th November 2021

The Council will observe a one minute silence to remember Cllr Shaun Pape, Chairman of Upton Parish Council, who passed away suddenly last Sunday.

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for the remainder of the ensuing municipal year

2. **ELECTION OF VICE CHAIRMAN (IF APPLICABLE)**

To elect a Vice Chairman for the remainder of the ensuing municipal year

3. **PUBLIC SESSION**

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

4. **APOLOGIES FOR ABSENCE**

To receive apologies for absence

5. **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.

6. **MINUTES OF PREVIOUS MEETINGS**

To approve the minutes of the meeting held on 2nd November 2021 and authorise the Chairman to sign the same - **APPENDIX A**

7. **ACTION SHEET**

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

8. **FINANCE / PAYMENTS DUE**

- a) To nominate an additional signatory for the bank accounts and bankline to replace Cllr Pape
- b) To consider the 2nd draft the budget – **APPENDIX C**
- c) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£407.22
	Clerk – salary for November	£734.94
	HMRC	£679.09
	Clerk Expenses (includes new printer, flowers to Mrs Pape and work from home allowance)	£257.20
3470	2Commune – domain name	£180
421002279227	NBC – VAS Signs Licence	£321
	M Orpin – website maintenance for Sept and Oct	£240
	SLCC – Clerk Training	£72
3436	2 Commune website hosting	£564

8. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS

- a) To consider any current planning applications for the Parish (if applicable)

9. WEBSITE AND MARKETING / WORKING GROUP

To receive an update on website maintenance and the progress of various projects being undertaken by the Working Group including:

- a) Update on the Tree Sculpture and to approve the quotation for the work
- b) To consider support for the Christmas Carols in the Courtyard for St Luke's Primary School Event
- c) To consider the quotation for the Queen's Green Canopy