



**UPTON PARISH COUNCIL**  
CLERK: Nina L. Villa LLb (Hons)  
Telephone: 07887 420725  
Email: clerk@upton-pc.gov.uk

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 1<sup>st</sup> February 2022 at 1915. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)  
Parish Clerk  
26<sup>th</sup> January 2022

1. **PUBLIC SESSION**

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

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence

3. **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.

4. **MINUTES OF PREVIOUS MEETINGS**

To approve the minutes of the meeting held on 11<sup>th</sup> January 2022 and authorise the Chairman to sign the same

5. **ACTION SHEET**

To note the action sheet

6. **FINANCE / PAYMENTS DUE**

- a) To Consider the purchase of HM The Queen's Platinum Jubilee Benches
- b) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£407.22
	Clerk – salary for December	£734.94
	HMRC	£679.09
	Clerk Expenses	£61.20

	Rollasons – Cricket Club Lease	£750
	Tree Sculptor	£150
187522	David Oglivie Engineering (benches)	£3,866.40
	Real Design – email account	£25
	GD Harrison – Jubilee Benches	£3,983.95

7. **PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS**

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

8. **WEBSITE AND MARKETING / WORKING GROUP**

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