



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 via Zoom on Monday 1st February 2021 at 1915. The business to be transacted is detailed below. Press and Public welcome and can join the meeting using the following link:

<https://us02web.zoom.us/j/86085381289?pwd=T0haWjc2dEd5eIRkbS9CT0JZb21UZz09>

Meeting ID 860 8538 1289 Passcode: **463359**

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
26th January 2021

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 4th January 2021 and authorise the Chairman to sign the same.

5. **ACTION SHEET**

To note the action sheet

6. **HMOs – PRESENTATION BY CLLR JULIE DAVENPORT**

To hear a presentation from Cllr Davenport and consider the Council's approach to HMO's, including relicensing.

7. **FINANCE / PAYMENTS DUE**

- a) To note the financial statement and bank reconciliation to 31st December 2020
- b) To approve the annual review of the Asset Register

- c) To approve the annual review of the Financial Risk Assessment
- d) To consider the appointment of an Internal Auditor for 2021/22
- e) To approve the following payments:

| Invoice Number | Payee / Reason | Amount |
|----------------|--|----------------------------|
| | Clerks Salary for January | £736.07 |
| O2 | Parish Mobile Phone | £11.51 (recurring payment) |
| | HMRC | £683.47 |
| | LGPS | £439.74 |
| | LGPS – Triennial Valuation | £1200 |
| | Kayson Solicitors – payment on account for work related to transfer of Elgar Centre and Community Centre | £1800 |
| | Real Design – email account hosting | £25 |
| | M Orpin – website | £120 |
| | SLCC Membership Fee | £192 |

8. PLANNING, PARKING AND CONSULTATIONS

To consider the Council's response to any current planning applications, parking issues or consultations

9. HALLS AND OPEN SPACES

To receive an update on the proposed transfer of assets

10. UPDATE FROM THE MARKETING AND EVENTS WORKING GROUP

- a) To consider a report and any recommendation from the Working Group
- b) To consider how the Council might make better use of Noticeboards