



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 11th January 2022 at 19.15. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
3rd 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 7th December 2021 and authorise the Chairman to sign the same

5. **ACTION SHEET**

To note the action sheet

6. **FINANCE / PAYMENTS DUE**

- a) To note the bank reconciliation and financial statement to 31st December 2021
- b) To consider the 2nd draft the budget and to agree the precept demand for 2022-2023
- c) To approve the revised Asset Register
- d) To approve the Financial Risk Assessment
- e) To review the effectiveness of the Internal Audit, to determine the scope of audit and to appoint the Internal Auditor for 2022/23

- f) To consider whether to renew the maintenance contract for VAS Signs – **EMAIL PREVIOUSLY CIRCULATED**)
- g) 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
3470	2Commune – domain name	£180
	Donation to RBL in memory of Cllr S Pape	£500
3436	2 Commune website hosting	£564

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 including:

- a) Update on the Tree Sculpture and to approve the quotation for the work
- b) To approve the purchase of signage for the Defibs
- c) To consider whether the Council wishes to change website providers

9. POLICE LIAISON

To consider appointing Cllr B Haylock as Police Liaison Representative to act as a single point of contact with Northamptonshire Police. A role description for the Police Liaison Reps is available at <https://www.northantscalc.com/uploads/police-liaison-representative-role-description-vdec20.pdf>

10. REQUEST FROM NCALC RE ASSET MAPPING

To consider a request from NCALC to support their Asset Mapping Project (AMP) and to appoint an AMP Working Group comprising the Clerk and interested Councillors – further details available here [Asset Mapping Project \(AMP\) | Northamptonshire County Association of Local Councils \(northantscalc.com\)](https://www.northantscalc.com/asset-mapping-project-amp-northamptonshire)