



UPTON PARISH COUNCIL
CLERK: Nina L. Villa LLb (Hons)
Telephone: 07887 420725
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Dear Councillor,

You are hereby summoned to attend the Annual Meeting of the Parish Council which will be virtually on Monday 18th May 2020 on completion of the Annual Parish Meeting. The business to be transacted is detailed below. Press and Public welcome and arrangements allowing public access will be released in due course.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
11th May 2020

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for the ensuing municipal year.

2. **ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman for 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 22nd April 2020 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) Bank reconciliation – to note the bank reconciliation to 31st March 2020 – **APPENDIX C**

- b) To note that the Council's Bankline Account had been reactivated in order to allow electronic payments during the Covid19 pandemic
- c) To note that the Internal Audit was carried out on 4th May and the report of the Auditor is expected shortly
- d) To note that the following payments were made in April in accordance with the Council's approved budget and to retrospectively approve these payments:

Invoice Number	Payee / Reason	Amount
	M Orpin – website	£120
O2	Parish Mobile Phone	£11.78 (recurring DD payment)
	Northampton County Council – Bin Emptying	£156.74
	Clerk's Salary	£910.13
	LGPS	£613.83
	Northants CALC	£1,841.64
	LGPS – Feb payment	£456
	Broxap – Bin Installation	£1,053.42
	B Osbourn – Payroll	£78
	Chairman's Allowance	£60
	HMRC	£943.67
	Post Office – PO Box renewal	£352.50

- e) To approve the following accounts due for payment:

Invoice Number	Payee / Reason	Amount
	Clerk's Salary	£813.13
O2	Parish Mobile Phone	£11.78 (recurring DD payment)
	HMRC	£787.80
	LGPS	£492.19
1446	M Orpin	£120
SB20193315	PKF Audit	£240

- f) To consider the renewal of insurance quotation from Came and Co – **previously circulated via email.**

9. **PLANNING**

To consider any current planning applications for the Parish including Planning Application N/2020/0371 Land To Rear Of The Hollies , 8 Weedon Road, Upton, Northampton

10. **ANNUAL REVIEW OF DOCUMENTATION AND POLICIES**

To review and approve (click on links to review):

- a) [UPC Standing Orders June 2019](#)
- b) The revised NALC Model Financial Regulations – **APPENDIX D**
- c) [Upton Parish Council Controlled Communications Protocol 2017](#)
- d) [Upton Parish Council Sickness & Absence Policy 2017](#)
- e) [Upton Parish Council Disciplinary Policy 2017](#)
- f) [Upton Parish Council Equal Opportunities Policy 2017](#)
- g) [Upton Parish Council Grievance Policy 2017](#)
- h) [Upton Parish Council Health & Safety Policy 2017](#)
- i) [Upton Parish Council Risk Assessment 2019 - 2020](#)

- j) [Grants Policy 2016 04 04](#)
- k) [Upton Parish Council Travel and Expenses Policy August 2016](#)
- l) [Upton Parish Council Data Protection Policy](#)
- m) [Upton Parish Council Freedom of Information Policy](#)
- n) [Upton Parish Council Complaints Procedure](#)
- o) [Recruitment Procedure & Policy](#)
- p) [Upton Parish Council CIL Levy](#)
- q) [Upton Parish Council Code of Conduct for Councillors April 2017](#)