



**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 Upton Parish Council which will be held at St Crispins Community Centre on Tuesday 3<sup>rd</sup> May 2022 on completion of the Annual Parish Meeting. 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> April 2022

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 4<sup>th</sup> April 2022 and authorise the Chairman to sign the same

7. **ACTION SHEET**

To note the action sheet

8. **FINANCE / PAYMENTS DUE**

a) To consider a grant application for £1000 from 47<sup>th</sup> Northampton Scouts

- b) To consider a request from Cllr Ingram to submit an FOI request for CIL/s106 information from WNC
- c) To note that Taylor Wimpy have agreed to a £5000 contribution towards Kent Road Car Park
- d) To consider a request from Northampton Magazines to increase the cost of the double page spread to £460 for six months
- e) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£414.33
	Clerk – salary for March	£742.71
	HMRC	£702.40
	Clerk Expenses (including ICO registration fee)	£228.07
	M Orpin – invoices for Jan, Feb, Mar	£360

**9. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS**

- a) To consider any current planning applications for the Parish (if applicable)
- b) To note that the Council has received an email asking whether it is interested in taking over open spaces at Upton Lodge

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

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

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

To note that no changes are proposed and to reapprove the following policies:

- a) Standing Orders
- b) Financial Regs
- c) Grants Policy
- d) Code of Conduct
- e) Sickness and Absence Policy
- f) Equal Opportunities Policies
- g) Disciplinary Policy
- h) Risk Assessment 2022-2023
- i) Travel and Expenses Policy
- j) Data Protection Policy
- k) Freedom of Information Policy
- l) Complaints Procedure