



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 at St Crispins Community Centre on Tuesday 5th October 2021 at 1915. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
29th September 2021

1. **PUBLIC SESSION**

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

2. **CO-OPTION OF NEW COUNCILLORS**

a) To consider candidates for co-option to the Council – Applications attached

3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence

4. **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.

5. **MINUTES OF PREVIOUS MEETINGS**

To approve the minutes of the meeting held on 7th September 2021 and authorise the Chairman to sign the same - **APPENDIX A**

6. **ACTION SHEET**

To note the action sheet - **APPENDIX B**

7. **FINANCE / PAYMENTS DUE**

- a) To note the report of the External Auditor - attached
- b) To approve the bank reconciliation to 30th September 2021
- c) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£407.22
	Clerk – salary for September	£734.94
	HMRC	£679.09
9729	Broxapp –installation of litter bins	£1397.76 to be held until bins have been moved
	B Osbourne - payroll	£84

8. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS

- a) To consider any current planning applications for the Parish (if applicable)
- b) To consider any relevant estate issues including traffic on St Crispin Drive
- c) To approve the purchase and location of additional benches for the south of the Parish

9. 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 Competition
- b) Defib installation – to receive an update