



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 7th September 2021 at 1830. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
31st August 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 / TIMING OF COUNCIL MEETINGS**

a) To note the resignation of Cllr Anna King and to consider any applications for co-option for the remaining two vacancies

b) To note that there was a proposal at the last meeting to move the start time of the meetings to 1830 to allow use of bus services to attend Council meetings. The proposal was agreed. The Council is now asked to consider whether this is still relevant given the resignation of the Councillor affected.

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 6th July 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 VAT reclaim for 2020/21 has been submitted

- b) To note that 100 houses at St Crispin Place are nearing completion and to consider a request from Cllr M Ingram to request CiL funds from WNC
- c) To note that the following payments, previously approved by Council, were paid in August:

Invoice Number	Payee / Reason	Amount
	LGPS	£407.22
	Clerk – salary for August	£734.94
	HMRC	£679.09
9729	Broxapp – supply and installation of litter bins	£1740 + £1397.76
	Steve Tees – St Michaels Open Space	£400

- d) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£407.22
	Clerk – salary for August	£734.94
	HMRC	£871.62
9729	Community Heartbeat Trust – defib purchase	£2034
	M Orpin website July and August	£240
424000258849	WNC – Election Expenses	£168

8. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS

- a) To consider any current planning applications for the Parish (if applicable)
- b) To consider a proposal from Cllr Ingram regarding a 'trim trail' at St Crispin Park
- c) To consider any relevant estate issues including traffic on St Crispin Drive
- d) To consider a report from Cllr Pape on the playground on Upton South

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 and to consider possible designs