



Upton Parish Council

CLERK: Mrs Gill Wells

Telephone:- 07703 755 469

Email: clerk@upton-pc.gov.uk

You are summoned to attend an ORDINARY Meeting of the Parish Council which will be held in the **Oak Room, Berrywood Hospital, Northampton, Monday 6th March 2017, at 7.30pm.** Press and Public Welcome.

Gill Wells Gill Wells, 28th February 2017

Item No.	<u>OPENING PROCEDURES</u>
17/245	REPORTS FROM NBC & NCC COUNCILLORS / POLICE (VERBAL OR WRITTEN) (15 MINUTES MAXIMUM).
17/246	PUBLIC SESSION – MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE MEETING ON AGENDA ITEMS (15 MINUTES MAXIMUM).
17/247	APOLOGIES – Members are asked to formally accept apologies received and the reasons given.
17/248	DECLARATIONS OF INTERESTS under the 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.
17/249	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. The Council are asked to formally decide whether to grant any such requests.
17/250	MOTION TO DECLARE THE MINUTES OF THE FULL PARISH COUNCIL MEETING 6 th FEBRUARY 2017 AS ACCURATE.
17/251	MATTERS ARISING FROM THE MINUTES 6 TH FEBRUARY 2017 & CLERKS REPORT.
17/252	COUNCILLOR VACANCY – Members are asked to consider the co-option process, guidance and previously agreed actions before progressing to nominating, seconding and agreeing to co-opt any applications received to fill the vacancy.
Item No.	<u>COUNCIL POLICIES & PROCEDURES</u>
17/253	UPTON PARISH COUNCIL GRIEVANCE POLICY – Members are asked to consider and approve the Grievance Policy for Upton Parish Council. Document Emailed to Cllrs 15 th February 2017.
17/254	UPTON PARISH COUNCIL HEALTH & SAFETY POLICY – Members are asked to consider and approve the Health & Safety Policy for Upton Parish Council. Document Emailed to Cllrs 15 th February 2017.
17/255	UPTON PARISH COUNCIL SICKNESS & ABSENCE POLICY – Members are asked to consider and approve the Sickness & Absence Policy for Upton Parish Council. Document Emailed to Cllrs 15 th February 2017.
17/256	UPTON PARISH COUNCIL EQUAL OPPORTUNITIES POLICY – Members are asked to consider and approve the Equal Opportunities Policy for Upton Parish Council. Document Emailed to Cllrs 15 th February 2017.
17/257	UPTON PARISH COUNCIL DISCIPLINARY POLICY – Members are asked to consider and approve the Disciplinary Policy for Upton Parish Council. Document Emailed to Cllrs 15 th February 2017.
17/258	UPTON PARISH COUNCIL RISK ASSESSMENT SCHEDULE – Members are asked to consider and approve the Risk Assessment schedule for Upton Parish Council. Document Emailed to Cllrs 16 th February 2017.
17/259	UPTON PARISH COUNCIL CONTROLLED COMMUNICATIONS PROTOCOL – Members are asked to consider and approve the Controlled Communications Protocol for Upton Parish Council. Document emailed to Cllrs 28 th February 2017.
Item No.	<u>PLANNING & HIGHWAYS</u> – Plans can be viewed on the website – northampton.gov.uk (follow the planning links)
17/260	N/2016/0688 ZONE E – NECTAR WAY, NORTHAMPTON. Construction of units for use class B8 (warehouse & distribution) with ancillary office space and car parking; lorry parking; service yard; sub-station and associated earthworks; engineering; drainage & landscaping works. Members are asked to consider and forward any observations on the discharging of conditions associated with this application.

17/261	N/2016/1622 109 BRUNEL DRIVE, NORTHAMPTON – Change of use of land to residential and construction of new detached garage and erection of boundary fencing. Members are advised that full planning permission has been approved.						
17/262	N/2017/0179 PLOT F EBC BRAKES - Non-material amendment to planning permission n/2016/0362 – Erection of side extension, relocation of recycling area and shelter and extension to existing car park. Members are asked to consider and forward any observations associated with this application.						
17/263	N/2017/0091 UPTON LODGE FARM – Residential development of up to 1400 units, a mixed use local centre including appropriate retail, healthcare and community facilities, a new primary school, areas of public open space, play provision and structured landscaping, internal roads and all associated infrastructure, and demolition of existing shed. Members are asked to consider and forward any observations associated with this application.						
17/264	SPEEDING REDUCTION – Members are asked to consider applying pressure for areas of Upton to be reduced to 20mph from the current 30mph. Agenda request from Cllr Kerby.						
Item No.	FINANCE						
17/265	BANK RECONCILIATION – Members are to receive the detailed bank reconciliation. Members of the Public are invited to email the Clerk at clerk@upton-pc.gov.uk if they have any queries.						
Summary 31/01/17		Current			Reserve		
Account Balance		£43,743.46			£21,008.50		
Still to be banked		£0.00			£0.00		
Unpresented Cheques		£0.00			£0.00		
Available Cash 31/01/17		£43,743.46			£21,008.50		
17/266	MOTION:- TO PAY THE FOLLOWING INVOICES AND APPROVE THE METHODS OF PAYMENT:-						
DD	O2	Clerks Phone January	General Admin'	LGA 1972 s111	10.80	9.00	1.80
766	Natwest	Banking Fees	General Admin'	LGA 1972 s111	27.50	27.50	
DD	O2	Clerks Phone February	General Admin'	LGA 1972 s111	15.98	13.32	2.66
767	Michelle Orpin - Virtual Marketing reissue of chq 761	Website / Facebook	Media Communication	S142	120	120	0
768	Michelle Orpin - Virtual Marketing - reissue of chq765	Website / Facebook	Media Communication	S142	120	120	0
769	Mrs G H Wells	Clerks Salary	Clerks Salary	LGA 1972 s112	790.29	790.29	0
770	HMRC	Clerks Salary	Clerks Salary	LGA 1972 s112	303.89	303.89	0
771	Virtual Marketing	Website / Facebook	Media Communication	S142	120	120	0
772	Barbara Osborne Business Services	Accountancy Services	General Admin'	LGA 1972 s111	120	120	0
17/267	FINANCIAL SUMMARY 1 ST APRIL 2016 – 31 ST JANUARY 2017. Members are to receive details of the Councils financial status.						
17/268	2017-2018 PROJECT FUNDING ALLOCATION – Members are asked to consider and approve the allocation of funds to the projects detailed in appendix C of the minutes 6 th February 2017.						
17/269	PENSION CONTRIBUTIONS – Members are to consider & approve the provision of a pension for the Clerk, as per Working Pension Regulations. N.B. Members need to approve the pension to be in place and operational by 9 th April 2017.						
17/270	UPTON PARISH COUNCIL FINANCE WORKING PARTY – Members are to receive an update regarding the Finance Working Party and to be made aware of any issues requiring the Councils attention.						
17/271	IT MATTERS – Members are asked to approve maintenance to the Clerks laptop – to include the installation of virus protection / security and password protection / and supported software updates.						
Item No.	PERSONNEL MATTERS						
17/272	CLERKS CONTRACT OF EMPLOYMENT – Members are asked to consider and approve the Clerks contract of employment in order that the Clerk can receive a copy within the 2 month deadline for provision of a contract. Document Emailed to Cllrs 15 th February 2017.						

17/273	CLERKS PROBATIONARY APPRAISAL – Members are asked to nominate 2 Cllrs, and agree a date on which to carry out an interim probationary period appraisal with the Clerk.
Item No.	<u>SPECIFIC AGENDA ITEMS</u>
17/274	ST. CRIPSINS BOWLS & CRICKET CLUB – Members are asked to instruct the Clerk on requirements / actions regarding the on-going issues related to the Cricket and Bowls Clubs facilities.
17/275	KENT ROAD & CAR PARK FACILITIES – Members are asked to instruct the Clerk on requirements / actions regarding the verbal indications received that the developer would like to hand these areas over to the Parish Council.
17/276	PARISH COUNCIL MEETING VENUES – Members are asked to consider use of the Elgar Centre for Full Council meetings, on a bi-monthly basis, in order to promote attendance by Members of the Public.
17/277	NORTHAMPTONSHIRE COUNTY COUNCIL CONSULTATIONS – Members are asked to forward comments for inclusion in any Parish Council response to the following consultations:- <ul style="list-style-type: none"> • Consultation on NCC Prioritisation Framework & Process. Details emailed to Cllrs 16th February 2017. • Consultation on NCC 30 Hours Free Childcare. Details emailed to all Cllrs 24th February 2017.
Item No.	<u>MEDIA & COMMUNICATIONS</u>
17/278	UPTON MAGAZINE – Members are asked to consider whether they wish to contribute to a new publication / magazine, commencing March 2017, to be circulated to all households in the Upton Parish.
Item No.	<u>CLOSING PROCEDURES</u>
17/279	CORRESPONDENCE / EVENTS / TRAINING:- (if not emailed, hard copies available from the Clerk). <ul style="list-style-type: none"> • NCalc Update • Please advise the Clerk of any training requirements.
17/280	ITEMS FOR THE NEXT FULL COUNCIL MEETING – Members are asked to notify the Clerk of items they wish to be included on the next agenda.
17/281	DATE OF NEXT MEETINGS:- Full Council Monday 3rd April 2017.