



Upton Parish Council

CLERK: Mrs Gill Wells

Telephone:- 07703 755 469

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Dear Councillor:- You are summoned to attend an ORDINARY Meeting of the Parish Council which will be held in the **Oak Room, Berrywood Hospital, Northampton, Monday 5th March 2018, at 7.30pm.** Press and Public Welcome.

Gill Wells Gill Wells, 28th February 2018

Notice of Intent:- Members are recommended to exclude Members of the Public and Press under the Public Bodies (Admission to meetings) Act 1960 and 1972 ss100 & 102 if it is felt that matters of a private / confidential nature are to be discussed.

COUNCIL MEETINGS ARE SUBJECT TO CANCELLATION AT SHORT NOTICE – PLEASE REFER TO THE WEBSITE WWW.UPTON-PC.GOV.UK OR RING THE CLERK ON [07703755469](tel:07703755469) BY 3PM ON THE DAY OF THE MEETING IF YOU WISH TO ATTEND TO CONFIRM THAT IT IS THE INTENTION OF THE COUNCIL THAT THE MEETING WILL TAKE PLACE SUBJECT TO STATUTORY REGULATIONS.

Item No.	OPENING PROCEDURES
17/258	REPORTS FROM NBC & NCC COUNCILLORS / POLICE (VERBAL OR WRITTEN) (15 MINUTES MAXIMUM).
17/259	PUBLIC SESSION – MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE MEETING FOR A MAXIMUM OF 3 MINUTES ON AGENDA ITEMS ONLY (15 MINUTES MAXIMUM).
17/260	APOLOGIES – Members are asked to formally accept apologies received and the reasons given.
17/261	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.
17/262	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. The Council is asked to formally decide whether to grant any such requests.
17/263	MOTION TO DECLARE THE MINUTES OF THE PARISH COUNCIL MEETING 5 TH FEBRUARY 2018 AS AN ACCURATE REFLECTION OF THAT MEETING.
17/264	MATTERS ARISING FROM THE MINUTES 5 TH FEBRUARY 2018 & CLERKS REPORT.
Item No.	COUNCIL POLICIES, PROCEDURES & GOVERNANCE
17/265	PUBLICATION SCHEME – Members are asked to consider the publication scheme for Upton Parish Council, and approve it. (Details to follow).
17/266	PINEHAM GOVERNANCE REVIEW – Members are notified that the consultation period has ended.
17/267	GENERAL DATA PROTECTION REGULATIONS – Members are asked to consider requirements and actions for the GDPR; membership of the ICO; and to receive a verbal update from the Clerk following attendance at recent training events– (report circulated to all Cllrs 2 nd January 2018).
17/268	ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2017/2018 – Whats new!.
Item No.	REPORTS FROM COMMITTEES- Members will have received draft copies of minutes of committee meetings (if available) and can ask for points of clarification from the Chairs of those Committees in relation to those minutes. Minutes are approved by the Committee and not Full Council.
17/269	FINANCE & GENERAL PURPOSES COMMITTEE. Meeting Thursday 1 st March 2018 – Draft Minutes to be circulated prior to meeting, if available.
17/270	PLANNING & DEVELOPMENT COMMITTEE. Draft minutes from meeting Monday 5 TH February 2018 circulated to all Cllrs 28 th February 2018.
17/271	HUMAN RESOURCES COMMITTEE. Next meeting date proposed Monday 19 th March 2018
17/272	MEDIA & COMMUNICATIONS COMMITTEE.
Item No.	FINANCE

17/273	BANK RECONCILIATION – Members are asked to receive and approve the latest bank reconciliation and note the VAT reclaim receipt. N.B. an up to date bank reconciliation may be tabled at the meeting if the bank statements have been received prior to the meeting, but after the date of publication. (Full details emailed to all Cllrs 28 th February 2018).						
Summary 31/01/18		Current			Reserve		
Account Balance		£47,090.43			£21,011.64		
Still to be Banked		£0.00			£0.00		
Unpresented Cheques		-£1,570.43			£0.00		
Available Cash at 31/01/18		£45,520.00			£21,011.64		
17/274	MOTION:- MEMBERS ARE ASKED TO CONSIDER AND APPROVE THE FOLLOWING INVOICES FOR PAYMENT, INCLUDING CONTRACTUAL PAYMENTS FOR APRIL DUE ON THE FIRST MONDAY OF THE MONTH WHICH FALLS ON A BANK HOLIDAY. (N.B. Payments for April to be post dated).						
Natwest	Banking Fees	General Administration	LGA 1972 s111		27.5	27.5	0
SLCC	Training Conference	Training & Subscriptions	LGA 1972 s143		300	250	50
SLCC	Publication	Training & Subscriptions	LGA 1972 s143		35.7	35.7	0
NCALC	Training Course	Training & Subscriptions	LGA 1972 s143		36	36	0
Real Design	Domain & Email Server 2018-2019	S142	S142		80	80	0
M Orpin	Virtual Marketing	S142	S142		120	120	0
LGPS	Clerks Pension	Clerks Pension	LGA 1972 s112		398.08	398.08	0
Ms G Wells	Clerks Salary	Clerks Salary	LGA 1972 s112		1053.81	1053.81	0
HMRC	Clerks Salary Tax & NI	Clerks Salary	LGA 1972 s112		198.56	198.56	0
LGPS	Clerks Pension	Clerks Pension	LGA 1972 s112		398.08	398.08	0
Ms G Wells	Clerks Salary	Clerks Salary	LGA 1972 s112		1053.81	1053.81	0
HMRC	Clerks Salary Tax & NI	Clerks Salary	LGA 1972 s112		198.56	198.56	0
O2	Clerks Phone	General Admin	LGA 1972 s111		13.21	11.01	2.2
ICO	ICO registration annual fee	General Administration	General Admin		35	35	0
Ms G Wells	Clerks Expenses	Clerks Expenses	LGA 1972 s112		110.9	110.9	0
17/275	REGULAR PAYMENTS APPROVAL – As per item 7.2 of the Councils Financial Regulations the Council are asked to approve the regular payments of salaries / HMRC / Pension / DDs / contributions as required contractually, rather than by meeting date.						
17/276	BANKING – Members are asked to consider the banking report (previously circulated) / analysis regarding online banking / recommendations from the Finance & General Purposes Committee - and agree / approve actions.						
17/277	BUDGET VERSUS EXPENDITURE – Members are to receive an update from the F & GP Committee.						
17/278	REVIEW OF ACTIONS ARISING FROM INTERNAL & EXTERNAL GOVERNANCE & ACCOUNTABILITY REPORTS 2016-2017.						
17/279	ASSET REGISTER – Members are asked to review and approve the asset register.						
17/280	INSURANCE REVIEW 2018-2019.						
Item No.	PLANNING & DEVELOPMENT						
17/281	UPTON PARISH COUNCIL PLANNING POLICY GUIDANCE – Members are asked to consider and adopt the planning policy guidance for Upton Parish Council.						
17/282	N/2017/1461 11 BLACK CAT DRIVE – Conversion of 1 st floor rear window into access door & installation of external wrought iron staircase and small balcony.						
Item No.	SPECIFIC AGENDA ITEMS						
17/283	NEWSLETTER – Members are asked to consider content for inclusion in the newsletter and whom to action. Deferred from February 2018.						

17/284	MARINA PARK RESIDENTS ASSOCIATION & GREENBELT MANAGEMENT COMPANY UPDATE.
17/285	UPTON PARISH COUNCIL WEBSITE – Members are asked to consider the website and input into its contents and agree actions for the Media & Communications Committee to pursue / research.
Item No.	<u>CLOSING PROCEDURES</u>
17/286	CORRESPONDENCE / EVENTS / TRAINING:- (if not emailed, hard copies available from the Clerk). Members are reminded that training details can be located on the NCALC website and to contact the Clerk if they wish to attend.
17/287	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.
17/288	DATE OF NEXT MEETING:- Monday 9th April 2018