



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 4th June 2018 at 7.30pm** Press and Public Welcome.

Gill Wells Gill Wells, 30th May 2018

Item No.	OPENING PROCEDURES						
18/37	REPORTS FROM NBC & NCC COUNCILLORS / POLICE (VERBAL OR WRITTEN) (15 MINUTES MAXIMUM).						
18/38	PUBLIC SESSION – MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE MEETING ON AGENDA ITEMS (15 MINUTES MAXIMUM).						
18/39	APOLOGIES – Members are asked to formally accept apologies received and the reasons given.						
18/40	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.						
18/41	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. The Council is asked to formally decide whether to grant any such requests.						
18/42	MOTION TO DECLARE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING 14 th MAY 2018 & ORDINARY COUNCIL MEETING 14 TH MAY 2018 AS AN ACCURATE REFLECTION OF THOSE MEETINGS.						
18/43	MATTERS ARISING FROM THE MINUTES 14 TH MAY 2018.						
18/44	DECLARATION OF VACANCY FOLLOWING THE RESIGNATION OF CLLR E. KERBY.						
Item No.	PLANNING & HIGHWAYS MATTERS						
18/45	N/2018/0697 UPTON MINI MARKET 2 WEBB DRIVE – Variation of condition 1 of planning permission N2016/1017 (to extend trading hours) to permanent change trading hours to 7.30am to 22.00 hours.						
Item No.	FINANCE						
18/46	BANK RECONCILIATION – Members are asked to receive and approve the latest bank reconciliation. 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.						
Summary 30/04/18		Current			Reserve		
Account Balance		£77,873.05			£21,015.16		
Still to be Banked		£0.00			£0.00		
Unpresented Cheques		-£3,875.26			£0.00		
Available Cash at 30/04/18		£73,997.79			£21,015.16		
18/47	PRECEPT – Members are to receive notification that the precept has been received. However, Members should be aware that Northampton Borough Council have credited more than requested. Members will be updated on the situation and asked to formally approve remedial action proposed by NBC.						
18/48	MOTION:- MEMBERS ARE ASKED TO CONSIDER AND APPROVE THE FOLLOWING INVOICES FOR PAYMENT.						
NCALC	Subscription / audit fee	Subscription & Training	LGA 1972 S143		1959.28	1959.28	0
B Osborne	Payroll	General Administration	LGA 1972 s112		75	75	0
O2	Clerks Phone	General Administration	LGA 1972 s112		21.56	17.97	3.59

M Orpin - Virtual Marketing	Website Management	S142	S142		120	120	0	
Friends of St Michaels Church	Re-issue cheque 875	S137	S137	190	0	0	0	
G Wells	Clerks Salary	Clerk Salary	LGA 1972 s111		915.65	915.65	0	
LGPS	Staff Costs	Staff Costs	LGA 1972 s111		398.08	398.08	0	
HMRC	Staff Costs	Staff Costs	LGA 1972 s111		336.16	336.16	0	
G Wells	Working from home allowance - January - June 2018	General Administration	LGA 1972 s112		108	108	0	
S Pape	Chairs Allowance	General Administration	LGA 1972 s112		300	300	0	
G Wells	Clerks Expenses	Clerks Expenses	LGA 1972 s112		68.95	68.95	0	
18/49	ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2017-2018 – Members are to receive & consider reports (to be circulated prior to meeting if received) and complete Sections 1 & 2 of the return.							
18/50	S137 GRANT APPLICATION – Members are asked to consider a grant application received from the Marina Park Residents Association in conjunction with a response to legal advice sought regarding the purpose of the grant and whether the Council could legitimately support it under S137 of the Local Government Act 1972.							
Item No.	<u>SPECIFIC AGENDA ITEMS</u>							
18/51	GENERAL DATA PROTECTION REGULATIONS – All Members are asked to complete a GDPR security compliance checklist and return to the Clerk.							
18/52	100 YEAR COMMEMORATION OF THE END OF WORLD WAR ONE – Members are asked to consider what events / actions it will be organising / supporting as part of the commemoration.							
18/53	UPTON MEADOWS RESIDENTS ASSOCIATION – Members are asked to consider concerns raised by a representative from UMRA and any actions arising therefrom.							
Item No.	<u>HUMAN RESOURCES & PERSONNEL MATTERS</u>							
18/54	DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN ITEM 18/55, MEMBERS ARE ADVISED TO FORMALLY APPROVE A MOTION TO EXCLUDE PUBLIC AND PRESS FROM THE MEETING – Public Bodies (Admission to Meetings) Act 1960.							
18/55	RECRUITMENT OF CLERK & RESPONSIBLE FINANCIAL OFFICER.							
Item No.	<u>CLOSING PROCEDURES</u>							
18/56	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.							
18/57	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.							
18/58	DATE OF NEXT MEETING:- Monday 2nd July 2018							